

MET Design, Inc.  
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### **Who We Are**

MET Design, Inc. is owned and operated by two partners, Marya Triandafellos-Creative Director and Pat Lewis-Director of Marketing and Business Strategy. Since 1995, we have been designing and developing website solutions for start-ups, small businesses and corporations. But we were originally founded in 1984 for print design. We operate as a "virtual" company-all of our creative and production "employees" are independent contractors to whom we assign work on a per project basis. Because of our business model, our independent contractors and our relationship with them are extremely important for the success of our business. We want you to grow with us while you develop your own business. So that we can both be successful, we expect professionalism and 110% of your effort in your work and your communications with us. In return, we want to offer you competitive rates, interesting projects, a challenging and hassle-free work experience and a steady stream of assignments. If you refer clients to MET Design, you will receive a referral fee commensurate with the nature of the project.

In an effort to establish a good working relationship, we've put together these Standards. We are always opened to hearing suggestions on how we can best service you, as you provide your services to us. **Welcome aboard!**

## Designer Standards

1. All web screens must be created as Photoshop 7.0 files. Create a layer for each screen component and name the layer appropriately. Indicate all HTML text using Arial with Alias set to None. For text, make sure all colors are websafe.
2. Time/cost estimates must be provided for all jobs and approved via email by the Project Manager. You will be paid according to the hours you actually work and payment on all invoices is made within 30 days of receipt of your invoice.
3. Each time you send work for us to review during a project, please include the number of hours it took you to complete that phase of work. This helps us stay on budget or inform the client of extra hours, if need be.
4. Review all project directions upon receipt, even if work is planned for a later date.
5. Good communications are must. Please inform the Project Manager of any questions, inability to meet deadlines or technical problems with as much advance notice as possible.
6. Upon completion of the project, send all files, including fonts, to [marya@metdesign.com](mailto:marya@metdesign.com) or post on the FTP site. (You can use either Stuffit or Zipit to compress the files if necessary). For large projects, you will be asked to put all files on a CD ROM. Please include those costs in your estimate.
7. Provide the following on your invoice: name, company name, address, phone, email, tax ID number, project name, task description, hours worked, total due. Break out revisions on invoices. All invoices will be paid within 30 days of receipt. You will soon be provided with a URL to enter your timesheet information, check schedules and other project related information.
8. All work generated should be optimized for both Netscape and Internet Explorer 5.0 and unless otherwise noted.
9. You may be required to work on weekends on certain projects to meet deadlines.
10. You may be required to provide revisions based on comments immediately after presenting your work. Please allow extra time.
11. If you use stock photos, please indicate the company and photo number on the photo's Photoshop layer. If you use other images that MET Design provided to you, use the file name as the layer name.
12. Feel free to use the work you have done for MET Design in any website or promo materials as long as you mention it was commissioned by MET Design. (ex. Homepage for IBM created for MET Design)