

MET Design, Inc.
315 West 102 Street, Suite 3B
New York, NY 10025
212.665.4155 *phone*
212.665.4892 *fax*
www.metdesign.com

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. 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 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!**

HTML Programmer Standards

1. All pages must be hand-coded, no WYSIWYG software.
2. Include comment tags to define all page components.
3. 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.
4. 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.
5. Review all project directions upon receipt, even if work is planned for a later date.
6. 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.
7. Upon completion of the project, send all HTML pages and images to marya@metdesign.com or post on the FTP site. (You can use either Stuffit or Zipit to compress the files). For large projects, you will be asked to put all files on a CD ROM. Please include those costs in your estimate.
8. 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.
9. All work generated should be optimized for both Netscape and Internet Explorer 5.0 and unless otherwise noted.
10. You may be required to work on weekends on certain projects to meet deadlines.
11. You may be required to provide revisions based on comments immediately after presenting your work. Please allow extra time.