

# LawyerSites.net QuickStart Guide



## Contents

- Page 2 Overview: LawyerSites.net**
- Page 3 Step One: Choosing A Website Design**
- Page 4 Step Two: Choosing The Services You Need**
  - Website Design Packages
  - Website Hosting and Email
  - Domain Name Registration
  - Design Retainer
- Page 7 Step Three: Completing The Client Information Sheet**
- Page 8 Step Four: Payment Information & Options**
- Page 9 Creating Your Website**
  - Submitting Additional Content
  - Sample Text Content
- Page 11 Technical Support**
  - How to Set Up Your Email Program
  - WebMail Access
  - Contacting Tech Support





## Overview: LawyerSites.net

LawyerSites.net, a division of Acorn Creative, LLC, designs beautiful, professional websites for lawyers, attorneys, large law firms, CPAs, or virtually any professional business. We also offer website hosting & email services, domain name registration, design retainers for new or existing websites, and search engine placement services.

### **Pre-Designed Websites: Bronze, Silver, and Gold Packages**

We offer a wide variety of professionally designed websites from which to choose. You submit content for your new website, and it is then integrated into our designs.

#### **How it Works:**

Text content, page headings, stock photos, logos, and background colors can all be modified within the framework of our designs to customize your website for your firm.

#### **Completion Time:**

Approximately 10-14 business days.

### **Custom Designed Websites: Platinum Packages**

For firms wishing to stand out even further from the competition, we provide custom designed websites.

#### **How it Works:**

We will create 3 initial drafts of your new website for your approval. From there, we will focus on one of the chosen designs and further refine it until it meets your specifications.

#### **Completion Time:**

Approximately 3-4 weeks.

### **Customer Testimonials**

You can view our client testimonials at <http://lawyersites.net/testimonials>



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# Step One: Choosing a Website Design

The following web designs can be modified to suit any legal practice or professional business. Pages can be added or renamed, background colors can be modified, photos of your office and personnel may be used, and your company logo can be easily added. Full size, working versions of these designs can all be found at <http://lawyersites.net/designs>.

### Cobalt

### Corinthian

### Drexel

### Mocha

### Modula

### Monaco

### Navigator

### Pacifica

### Quadra

### Sandstone

### Slate

### Zephyr



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## Step Two: Choosing The Services You Need

Establishing a successful website presence can be reduced to a few key items:

**Website Design** - creation of the computer code and graphics that comprise your site.

**Domain Registration** - acquisition of the address to your website ([www.yoursite.com](http://www.yoursite.com))

**Web Hosting** - the service which allows visitors to view your website quickly and reliably.

**Email** - the service by which you may send and receive electronic mail.

**Website Maintenance** - Periodic updates and changes to the content of your website.

**Search Engine Optimization, Submission, and Website Promotion.**

On the following pages you'll be able to review and compare our various Web Design Packages and other services. If you have any questions please email us at [support@lawyersites.net](mailto:support@lawyersites.net) or call us at 303-785-8966.



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## Choosing Services - Continued

### Website Design Services

We offer a choice of four packages to suit any size law firm. Compare the features of each using the chart below.

Bronze Package: \$295	Silver Package: \$595	Gold Package: \$895
This package is great for those wanting a basic, professional web presence without spending a lot of time and money.	When you're ready to take your firm to the next level, the silver package has the features you need to put forward a great first impression.	This package provides you with room to grow, and is excellent for firms requiring extra space for multiple associate profiles.
3 page website	6 page website	9 page website
email links	email links	email links
external links	external links	external links
	email responder form	email responder form
	flash animation	flash animation
	1 scrolling profile page	6 profile/practice pages
		basic search optimization
		basic search submission

### Custom Platinum Package - \$2950.00

This is a totally unique and customized website designed for your firm, and ONLY your firm. Our creative and talented website designers will help you take your internet presence to the next level. This service includes:

- Design and construction of a web design for lawyers containing up to 15 primary pages.
- Unique website custom designed to your specifications.
- Free 2-year domain name registration (A \$70 value).
- 1 year free web hosting (Up to a \$215.89 value).
- 1 year free design retainer, including up to 1 hour of monthly website modifications,
- Intro splash page (If desired).
- Individual attorney profile pop-up pages (up to 25).
- Up to 30 links to other web sites, pdfs, etc.
- Three interactive visitor response forms (up to 12 customizable entry fields).
- Meta tag coding, content matching and site optimization.
- Manual submission of your website to the Open Directory Project (dmoz.org) which all major search engines (Google, Yahoo!, AOL, MSN, etc.) use to build their directories.
- Law Firm disclaimer page and appropriate notices relevant to your practice and state.
- 50% deposit due at initiation of project.
- 50% due upon project completion.

### Web Hosting and Email Services

Everybody needs high quality web hosting, and fast, reliable email service is crucial. Thankfully, LawyerSites.net offers both at very affordable prices. Even if we didn't design your website, we can offer you the same great hosting and email service!

Option 1 - \$19.99 / mo	Option 2 - \$29.99 / mo	Option 3 - \$39.99 / mo
6 email accounts	12 email accounts	24 email accounts
POP and Webmail access	POP and Webmail access	POP and Webmail access
50MB Webspace	100MB Webspace	200MB Webspace

For firms with their own Mail Exchange (MX) Server, you would select Option 2 or Option 3 above, depending on the amount of web space required.



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## Choosing Services - Continued

### Design Retainer Services

Your time is valuable, and that's why for frequent, minor updates to your website, the Design Retainer makes a lot of sense. This service provides you with up to 1 hour of changes per month.

Monthly (\$29.99/month)	Annual (\$359.88)	Individual Hours
Includes 1 hour of changes per month.	Includes 1 hour of changes per month.	\$75/hour





## Step Three: Completing Client Info Sheet

In order for us to create a rough draft of your new website, we'll need to get to know a little bit about you and your firm.

You can find this form at [http://www.lawyersites.net/client\\_info\\_sheet](http://www.lawyersites.net/client_info_sheet)



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## Step Four: Payment Information & Options

To make payments for our products and services using a credit card, simply visit:

<http://www.lawyersites.net/purchase>

To pay via check or money order, make payable and mail to:

Acorn Creative | LawyerSites.net  
118 East Dale Street, Suite 3  
Colorado Springs, CO 80903



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## Creating Your Website

The process by which we create your website is fairly straightforward. We take the content you provide to us and integrate it into our website designs. You can submit content to us in any of the following formats:

- MS Word
- Plain Text
- RTF (Rich Text Format)
- JPEG
- GIF

When submitting content for your website, email to [support@lawyersites.net](mailto:support@lawyersites.net).

### Sample Content

Select the following text and paste it into your word processor of choice. Edit the text to your liking, and then email it to us for use in your website. The following text and category headings are merely suggestions, and can be modified to suit your firm. Items in **RED** should be modified to accurately reflect your firm.

### The "Welcome/Home" Page - Sample Text

Welcome to **yourwebsite.com**

We're an experienced law firm based in **name of city**, dedicated to helping individuals and companies resolve their legal problems in the simplest and most cost effective manner possible. Our areas of practice include, but are not limited to:

- **areas of practice.**
- **areas of practice.**
- **areas of practice.**
- **areas of practice.**
- **areas of practice.**

We look forward to helping you resolve your legal issues. [Click here to learn more about the firm.](#)

We hope that you will find our website informative and useful. If some of your questions remain unanswered, or you'd like to speak with us regarding your legal situation, please fill out our [online inquiry form](#), or call us today at **phone number** and a member of the firm will contact you shortly.



## Creating Your Website - Continued

### “About Us” Page - Sample Text

**Our Firm** has extensive experience concerning virtually every facet of **areas of practice**.

Our mission is to provide effective, efficient, and ethical legal services of the highest caliber to our clients.

Effective legal advocacy requires thorough research, polished writing skills, creative investigation, salesmanship, honesty, and – with respect to dispute resolution and business negotiations – competitiveness.

[Provide brief, introductory biographies of the primary associates, which will link to main profiles page.]

### “Areas of Practice” Page - Sample Text

**Recommendations:** List each area of practice along with a brief paragraph or two describing not only the legal and technical side of things, but also how your firm is uniquely qualified to bring about a successful resolution to its clients in those areas.

### “Attorney Profiles” Page - Sample Text

**Recommendations:** Rather than simply list off dates, schools, previous law firms, etc., take some time and write a brief 3-5 paragraph profile of you, your legal style, and your experiences both inside and outside of the legal realm. The more personable you make your profile, the more likely visitors to the site will actually read it.

### “Contact Info | Office Locations | Map” Page - Sample Text

**Recommendations:** Provide us with detailed mailing and physical addresses, as well as all phone and fax numbers and email addresses which clients might need to successfully get in touch with your firm. We will also add a MapQuest link for your office location(s).

### “Inquiry Form” Page - Sample Text

Our Online Inquiry Forms have all the standard information fields:

- Name
- Company
- Phone
- Email Address
- Address (City, State, Zip)
- Detailed Comments/Questions

If there are additional or different fields you’d like on your form, let us know.





## Technical Support

### How to Set Up Your Email Program

Detailed instructions on setting up your email program can be found at:  
<http://www.lawyersites.net/support/email/>

### WebMail Access

If Acorn Creative/LawyerSites.net is hosting your website, then accessing your email is easy. Simply type in your website address, and add "/webmail" to the end. You will be asked for your **username** (your full email address) and **password**.

### Contacting Tech Support

You may contact tech support via email 24 hours a day at [support@lawyersites.net](mailto:support@lawyersites.net) or call us from 10am - 4pm (Mountain Standard Time) at 1-303-785-8966.

