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Finalized Design File Checklist

During the risk-free starting period we will request to build on our account until your plan has been upgraded. **Your project manager will advise you** on how to start depending on your situation.

☐ Have your design file complete

Make sure your design (UI/UX) is finalized and represents your creative expectations.

How to send:
- *Upload saved local file (.fig, .xd, .ai, etc) in project submission*
- *OR Shared link (**please allow public viewable with export access on all assets)***

☐ Content / copywriting

Written web copy.

How to send:
- *Have final or placeholder copywriting on the design file*
- *OR have copywriting outlined and annotated on Google Doc, Notion, or similar*

☐ Media

Photos, icons, illustrations, videos, Lottie.

How to send:
- *Allow export access on design file*
- *OR package all assets and attach to project submission*

☐ Fonts

Typography in your project.

How to send:
- *Attach all fonts to project submission via local file (WOFF or WOFF2 format)*
- *OR Google Fonts*
- *OR Adobe Fonts (**Add all your fonts to an Adobe project and share with us the API key to access the fonts**)*

☐ Pages

List all the pages in the design file or project.

During the risk-free starting period you are allowed to build up to 1 page. If you are just starting out please label which page you'd like built.

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☐ Content Management System (CMS)

List all aspects of the site that will need to be in the CMS. The CMS is different from the Webflow “Editor”. The CMS represents dynamic collections or auto-generated content.

Examples:

- *Dynamic pages: Blog, Portfolio, Services, Products, Team, Etc*
- *Dynamic page content: Testimonials, FAQS, Reviews, Etc*

☐ Animations / Interactions

Describe/show expected animations or interactions in writing, reference, or prototype. Your provided references must be clear and show visualization of the exact interaction you want.

How to delegate:

- *Basic interactions - written or verbal description (recorded video)*
- *Standard interactions - Visual references alongside written or verbal description (recorded video)*
- *Complex interactions - Interactive prototype or visual references*
- *Lottie / Animated graphics - You provide final animated JSON asset*

☐ Other Requirements

List personal considerations, objectives, or anything else required for the project like SEO content and integrations.

Examples:

- *SEO - Meta, Schema, and more*
- *Integrations - Embed codes, setup documentation, frontend (JS) documentation, API key, etc.*

Want to verbally share your requirements to help articulate your ideas and concepts? We recommend Loom to record yourself and screen. They offer a free account—sign up now.

Our project wizard in-app will steer you during the project submission process. **Use our templates in the project wizard to quickly populate a brief in minutes.**