Q4

Change Requests

# New Page layout, functionality updates or ESG/CSR updates

Want a custom layout and design? Please provide the following assets:

- Provide us with design files if you have them.
  - We can except the following formats:
  - Figma, Sketch, Adobe XD (please ensure that all files are marked for export which guarantees the developers can access)
- Web Styleguide
- Please send all necessary images in high-quality format. Images for banner areas should be at least 1920 px in width and all images should be accompanied by alternative (Alt) tag text. Please provide alt text for images that provide context to the content. If the image is purely decorate or described in text nearby it does not require alt text.

  Image Alt Tags Best Practices

  - Describe the image & be specific.
  - Add context that relates to the page topic
  - Keep your alt text fewer than 125 characters.
  - Don't start alt text with "picture/image of..."
  - Use your keywords, but sparingly.
  - Review for spelling errors

  Note: We do not provide any image retouching services so please ensure the images are edited to your liking.

- Provide any icons, including icon file formats (PDF, EXCEL, HTML, RTF, XBRL, ZIP, etc), arrows and other graphics in vector format (.svg, .ai, .eps). SVG format is preferred.
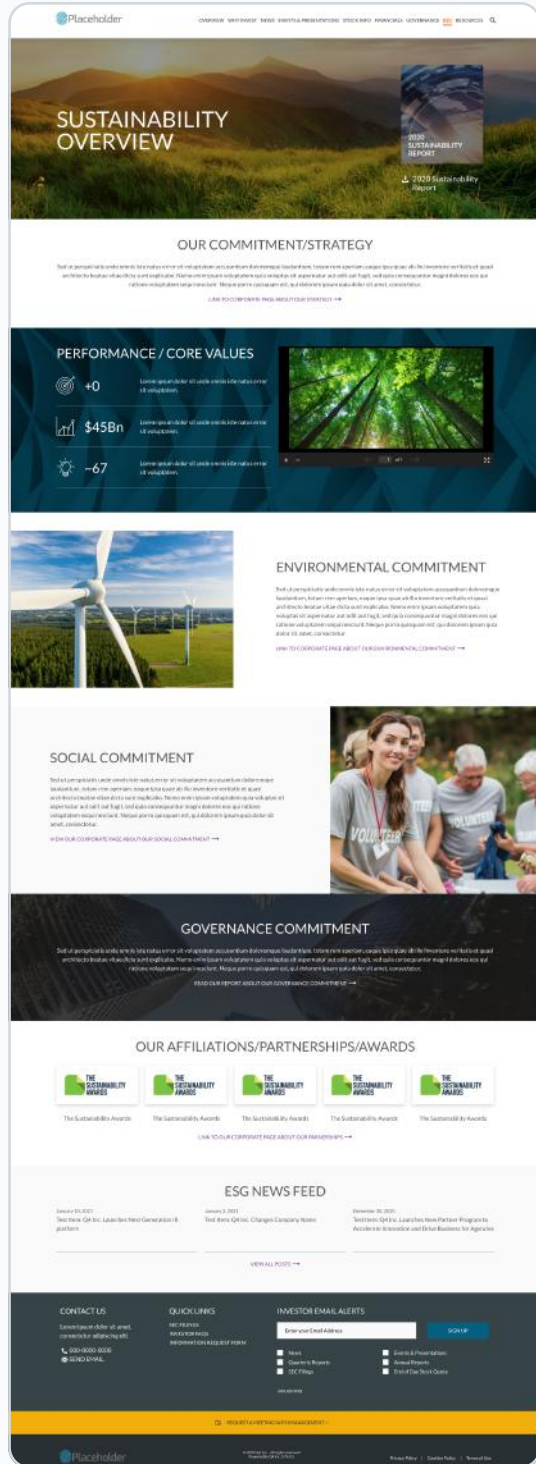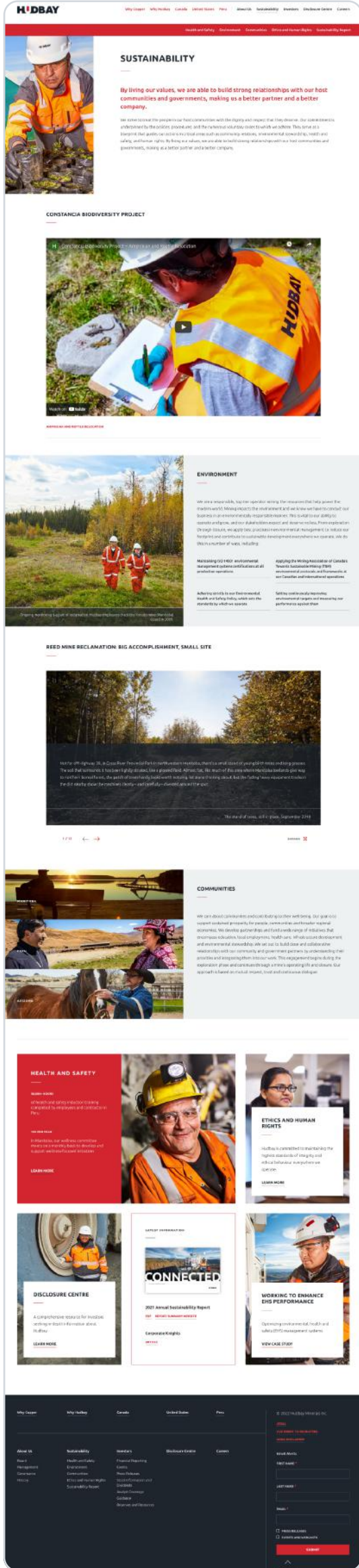
Want to use a Q4 template?

- ESG 1 pager: https://esgpage.q4ir.com/esg/default.aspx
- Please provide the following assets:
  - Web Styleguide
  - Please send all necessary images in high-quality format. Images for banner areas should be at least 1920 px in width and all images should be accompanied by alternative (Alt) tag text. Please provide alt text for images that provide context to the content. If the image is purely decorate or described in text nearby it does not require alt text.
  - Provide any icons, including icon file formats (PDF, EXCEL, HTML, RTF, XBRL, ZIP, etc), arrows and other graphics in vector format (.svg, .ai, .eps). SVG format is preferred.
 - Please provide content for all site pages in an editable format (Word, Excel, Google Doc).

Rebrand Timeline/phases

Please allow for at least 2 weeks for design, week for development/qa and 1 week for site acceptance = 4 weeks.
Project is kicked off once the opp is signed or is in the process of being signed by the client.

Design	Development	Site Acceptance Period	Site Deployment
2 weeks	1 week	1 week	1 Day
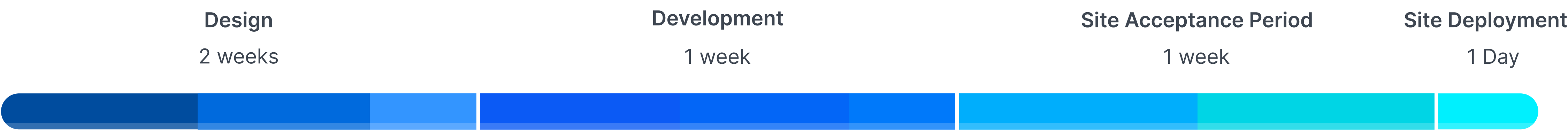
1

Planning phase

Client must provide Q4 with the new styleguide or access to corporate website staging link if not hosted by Q4.

Provide us with design files if you have them. We can except the following formats:

Figma, Sketch, Adobe XD (please ensure that all files are marked for export which guarantees the developers can access)

2

Design phase

Desktop mock ups are created to show the changes requested.

*Landing page only, the rest of site will follow the same styling

3

Development Phase

Q4 will make the updated changes to a cloned CMS and will share the new beta website link and credentials for site approval.

2 rounds of feedback are included in the project

4

Approve to launch

Client provides the date and time to launch the website changes.