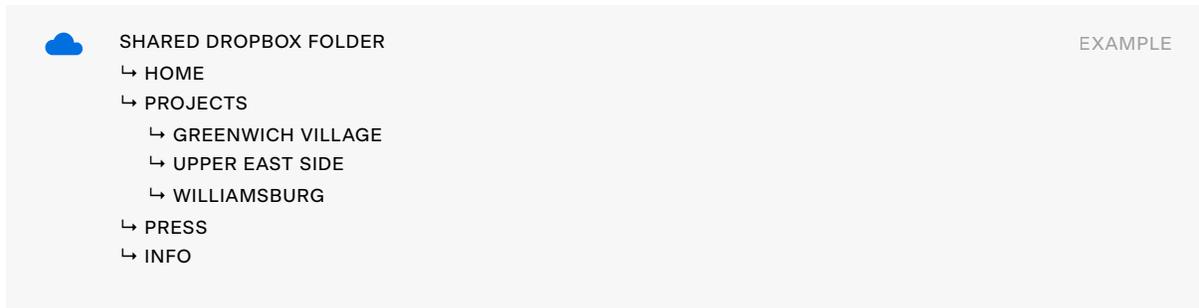Please refer to the following guidelines when preparing the content for your website. If you have any questions or concerns, please feel free to send a friendly email to hello@lovably.com as soon as possible and we will respond shortly thereafter.

- All content should be uploaded to the shared Dropbox folder that we have prepared for this project. If you have not received an invitation from Dropbox to contribute to this folder, please email us.

- Once you have decided on a basic page structure, we suggest creating subfolders within Dropbox for each page, as shown in the example below. If you are unsure or would like our thoughts on how your site should be structured, we suggest scheduling a consultation to discuss these needs prior to getting started.

> ☁ SHARED DROPBOX FOLDER   EXAMPLE
> ↳ HOME
> ↳ PROJECTS
>   ↳ GREENWICH VILLAGE
>   ↳ UPPER EAST SIDE
>   ↳ WILLIAMSBURG
> ↳ PRESS
> ↳ INFO

- Text copy should be provided for every page as a Microsoft Word or Apple Pages document. Each page must have its own unique document and should be saved in each respective subfolder on Dropbox.

- Images should be provided as high-quality files in .JPG format with a minimum width of 1,800px, as smaller files will appear blurry on many modern devices. We will not accept any images in .TIFF format.

- If you have a desired order for images to appear on the website, please specify your ordering by titling each image with a number, as shown in the example below. If you would also like to provide a proper name for each image, simply insert this data to the right of the image number.

> ☁ ↳ PROJECTS   EXAMPLE
>   ↳ GREENWICH VILLAGE
>   ↳ UPPER EAST SIDE
>   ↳ 00 UPPER EAST SIDE COPY.DOC
>   ↳ 01.JPG
>   ↳ 02.JPG
>   ↳ 03.JPG
>   ↳ 04.JPG

- If we are not also working together on your branding, please provide your logo in .SVG, .EPS or .PNG format. Logos must have transparent background. We will not accept any logo files in .JPG format. We also request that you provide your brand style guide, including color palette and typography specifications, if applicable.

- All text, photographs, illustrations, logos, and/or other material provided must be in their final, launch-ready form and should be uploaded to Dropbox prior to our scheduled project starting date.

- Any changes made to content after the design work has begun will cost time and money and can delay the launch of your site, as per our agreement.

We look forward to working with you!

Cheers from New York City,
Lovably