RubyONYX
MARKETING & CREATIVE

TIMELINE & PROCESS | SOCIAL MEDIA DESIGN & DEVELOPMENT

BEFORE WE START

Milestone Payment 1: Holding Deposit (Non-refundable)

Branding questionnaire sent

Commence filling out project questionnaire

Return completed branding questionnaire

If photography is required, schedule photoshoot

Project scheduled and added to calendar

WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Milestone Payment 2: To start project Research current social media pages and provide feedback Meet to discuss social media requirements and objectives	Start Social Media Design Direction	Design Direction concepts sent for review Provide approval or feedback within 3 business days	Concepts refined based on feedback, if required Refinements sent for approval Provide approval or feedback within 3 business days	Social Media Guidelines Document created Milestone Payment 3: Final payment made Social Media Design Direction Package released Celebration!

🟥 YOU - THE CLIENT ⬛ RUBYONYX

Timezones and Weekends/Holidays
RubyOnyx will never expect you to work or answer emails on a weekend or holiday, and even if we reply to you on a working day in our timezone, you can answer the next business day in your timezone.

Refinement Rounds
There are 2 rounds of feedback included in this project timeline. To stay on schedule, feedback needs to be made within a maximum of 3 business days to ensure you get the full amount of feedback time if it's needed.

Rushed, Delayed or Past Deadline Changes
Any part of the project that needs to be rushed, delayed or falls outside of the alloted project timeline will be made at our hourly rate or quoted for separately.