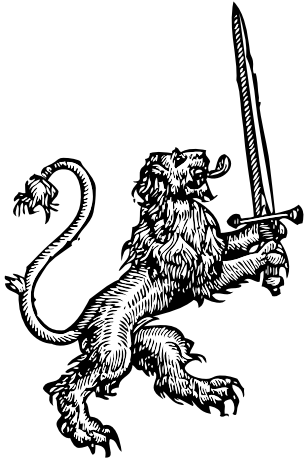**Simon Pascal Klein**

GRAPHIC, WEB, & UI DESIGNER,
FRONT-END DEVELOPER

Working with me

web: http://klepas.org

email: klepas@klepas.org

MBL: +61 420 9797 38

ABN: 94 483 395 962

This document outlines the type of services I offer, my workflow and what to expect when working with me.

This document is available amongst other related work documents online from http://klepas.org/about.html.

This document was last updated Sunday, 4 March 2012.

Who am I?

I'm Pascal, and I'm a graphic, web, & interface designer, front-end developer, and rampant 'typophile'. Simply, I construct both beautiful and functional interfaces.

I am a freelance contract designer specializing in web-based mediums — in particular web applications and web typography. I design both small and large-scale websites, user interfaces, accompanying icons, and provide usability as well and accessibility assessments.

For more information including portfolio pieces please see http://klepas.org. If you would like to see my past work please get in contact.

What do I do?

I have extended a large range of services in the past as part of working as a sole designer for a web development and consultancy company. Now as a contractor I have refined the services I offer to better suit this style of work. I prefer to work with a dedicated team and would be interested in establishing a dedicated position as a web designer for website design or web application projects, and of course anything to do with web typography.

Web design

Website design is the most common work I take up. I generally produce complete graphic mockups, web-ready and optimized exports and the full source design files for your developers (or a third party) to implement. Alternatively I can also provide finished css/(x)html templates for you to integrate as you please.

In addition I provide micro-design, typography, usability and accessibility testing for finished implementations.

Web applications

With the popularity of web applications I have increasingly worked directly with and within development teams, designing full-fledged web application interfaces and seeing through their implementation until completion. I produce full-fledged mockups that document task workflows and application icons.

With a strong technical background and a solid understand of core web technologies I also offer technical implementation advice and alternatives in my work.

Typography

Whether designing websites or building applications typography plays a vital role, after all most of the web's content is in a textual format. Outside of the typographic component in the construction of websites (and even applications) I also work with existing websites, differentiating, structuring and bringing order to information to aid in reading and more commonly, browsing or skim reading.

Whatever the case may be I also offer style guides so you can add to your website independently in your own time.

Other

I also offer other design and design-related services, other than those noted above. Please note I am more likely to take up alternate forms of work in conjunction of a larger project in one of the above areas.

How do I work?

Loosely I work by the following structure:

I.   *Analysis* — I learn about your organisation, your goals, and the objectives of the product and/or service you intend to offer as a guide to formulating a set of deliverables. I typically ask clients to fill out a client worksheet — see http://klepas.org/files/doc/klepas-workflow.pdf.

II.   *Quote & contract* — I formulate a quote to address the requirements of your project that outline the deliverables. If you are happy with the quote we sign a really simple contract devoid of legalese and the project is go!

III.   *Initial design* — using what I have learned in the *Analysis* phase I design the mock-ups to provide a solution to the requirements outlined within the quote.

IV.   *Feedback & refinement* — agreed upon in the quote you will have a predetermined number of rounds for feedback and revisal. Upon feedback I make any necessary changes to the design until you are happy or the predetermined rounds end. If it comes to the latter we can discuss further work.

V.   *Implementation* — the design is implemented. Depending on the nature of the work (e.g. website or application design, and who is implementing the mockups), I would construct the css/(x)HTML templates or otherwise oversee and aid in the implementation of the design.

VI.   *Sign-off* — once the work is done we double-check everything conforms to the requirements from the quote and of course ensure you are satisfied with the work.

What is my schedule & availability?

My schedule varies according to workload. If you have a project that must be completed by a set date please get in contact as soon as possible to discuss us working together.

I commonly work on one or two projects at a time but rarely more. To see my availability please see http://klepas.org/about.html.

How much do I charge?

This solidly depends on the nature and extent of the project. Most projects are priced between AUD $1,000 to AUD $10,000, though these are not set in stone. I generally calculate based on an hourly rate (variable to the work and skills required, averaging at AUD $70 per hour) and use that as a base for establishing the

project cost. Ultimately the total cost will be variable to the time and the deliverables. I will notify you when approaching the estimated time for a given task.

I ask for a 30% deposit. Upon request, I happily supply work logs within forty-eight hours, respecting business days.

How do we keep in contact?

I currently reside and work in Canberra, Australia. In-between work and travel email and phone/Skype is the preferred method of correspondence.

I like to begin projects with a good chat over the phone or via Skype and welcome chats throughout a project — of course if we are in proximity we can meet over coffee to discuss the project! Otherwise I prefer to stay in contact via email so we both have a history of what has been said. I **do not** communicate via instant messaging services.

If you would like to get in contact please email me at klepas@klepas.org.