

## 1. About Us

**Index Web Solutions**, a leading & professional Web Designing & software Development Company. Since 2010 with the simple idea of convert dream designs to reality and delivering successful, innovative web solutions. Today, those solutions are helping many businesses, communities and individuals. We are specialized in Web Hosting, Web designing, Web development, Search Engine Optimization. Our Team has well trained personals for Creative Designers, Content writers, Programmers and Marketing personals. We adopt latest technologies to match the customer's requirements. While many companies require extensive reviews and budget information, we make it easy to get reliable, up-to-date web design pricing information. Our web design team will work with your existing materials, such as digital images and logos, or create and develop.

## 2. Services

- ✓ Web designing & Development
- ✓ Web Applications
- ✓ Web Hosting
- ✓ Search Engine Optimization
- ✓ Website Maintenance
- ✓ Bulk SMS

## 3. Technologies

**Index** has gained extensive expertise in Microsoft Technologies

### Development Tools

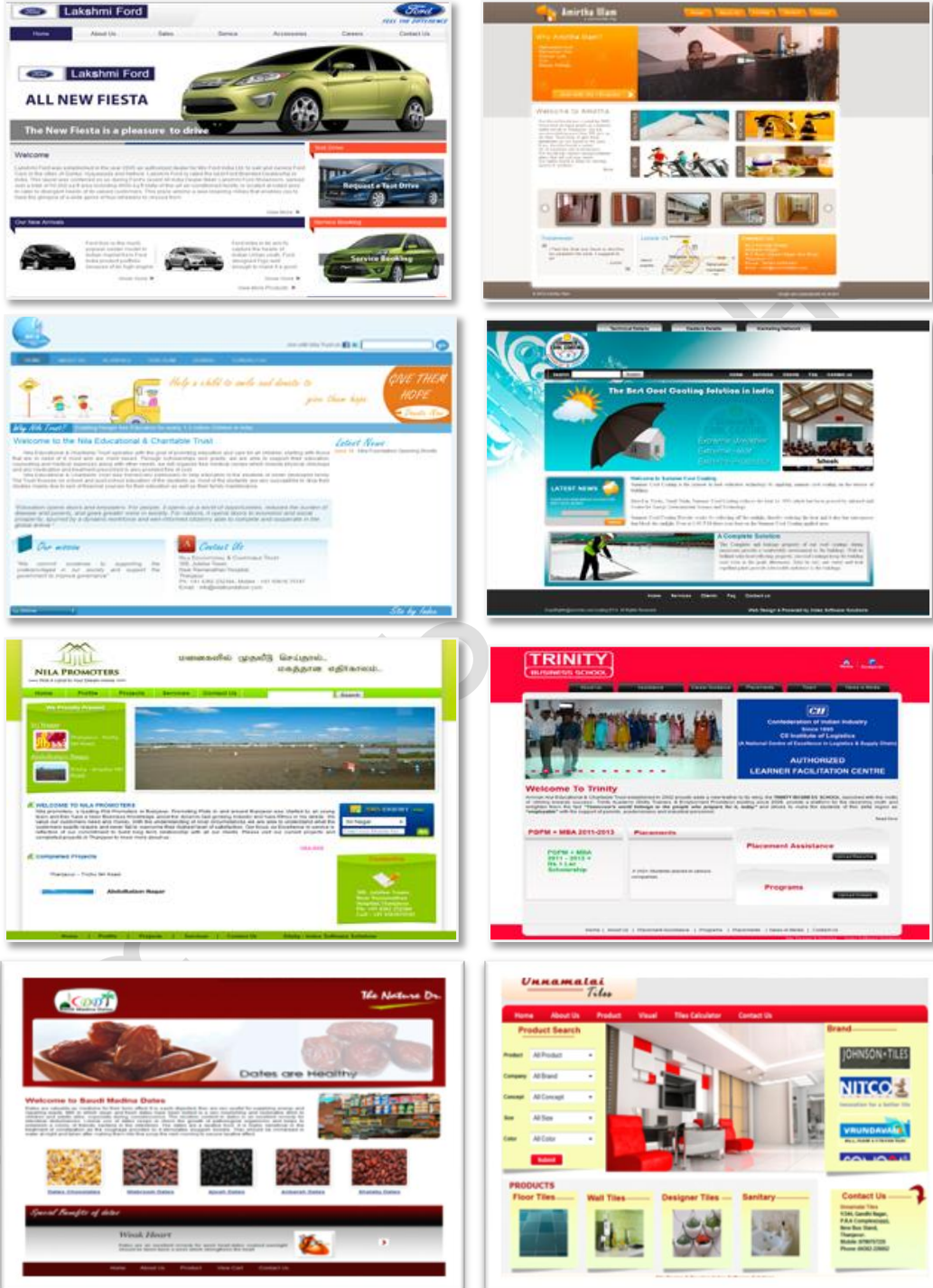
- **Microsoft .Net**
  - Asp.net (Web Form, Web Controls)
  - C#, VB.net
- **Microsoft MS SQL 2008**

### Designing Tools

- **Adobe Photoshop CS4**
- **Jquery**

## 4. Portfolio

A small sample of our work can be viewed on the page of our website



For more samples click the link: <http://indexsoftwares.com/WebPage/Portfolio.aspx>

## 5. Personnel

CEO – 1

IT / Business Analyst – 1

Developers – 4

## 6. Development Process

Understanding that a project cannot succeed without good project management, we've put Great emphases on the following factors that we believe are the keys to a successful project Management:

- **Project Manager** : We have a number of veteran project managers who have gained Much expertise and trust over the last years.
- **Communication**: Communication with our clients is the foremost important thing in a project. Appropriate regular emails, voice chat, video conferences, regular reports can all used to make sure the requirements and progress is transparent to both the client and within **Index**.

## 7. Quality Control

At **Index**, we understand the importance of Software Testing. As the cost of a defect in software can vary from almost nothing at all to a large amount of money, we aim at preventing any bad scenarios from affecting our valued customers. The best way to prevent Bugs in the software to be deployed to the production system is effective testing, so our Engineers have developed and followed a strict Software Testing policy.

Some highlights in our test policy:

- We want to find bugs as early as possible and prevent them from occurring, so we always unit test while we code.
- Our unit-tests should be run and passed before any code is integrated to our code repository.
- Test cases and guidelines should be ready before coding completion. Test cases should cover all documented requirements.
- All changes in requirements should be communicated to testing team and changes will be added to test documents.
- All planned tests should be completed and mostly passed before our project can be signed off to customers. The exiting criteria for each project should be clearly defined in the test plan.

## 8. Risk Management

We always have solutions for all possible cases where risk happens, for both small and large projects. Highlighted below are some strategies we are going to apply.

## 9. Server crashes and data lost

For important data that needs to be backed up, we always encrypt them and have several copies to reduce the risk of data losses. Storing the data in the cloud is one of those places. For development servers, periodic restore points or ghosts backups are deployed to ensure a quickest restore of a crashed & unrecoverable server.

## 10. Emergency deadlines

**Index** understands that client might sometimes need to get some tasks completed urgently. In such circumstances, our employees are willing to work overtime, if necessary, to meet the deadline. Such efforts are always awarded with salary bonuses, credit. The rewarding system is stated clearly in our work contract and company's rules and policy.

## 11. Allocated staff quit unexpectedly

We always work hard to improve and make sure that talents stay with **Index**. But in case an employee quits during a project's running, we demand that, as stated in the work contract, the employee informs us 1 months ahead, and he or she must transfer necessary knowledge to the successor. This gives us enough time to find someone else suitable to adapt and be comfortable in taking charge.

## 12. Contact Details

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**Website** : [www.indexsoftwares.com](http://www.indexsoftwares.com)  
**Email** : [support@indexsoftwares.com](mailto:support@indexsoftwares.com)

**Note:** Communication through other channels can also be arranged. All you need to do is e-mail us and request to be contacted via the means, convenient to you.