

The website scope of work, filled in

WEBSITE DEVELOPMENT SCOPE OF WORK

Client: Mercer & Vance, CPAs

Project: Marketing site rebuild

Version: v1

Date: [date this version was sent]

Status: [draft / sent for review / signed]

1. PROJECT SUMMARY

1.1 Mercer & Vance is moving off an aging WordPress theme onto a custom build, keeping the current content structure and replacing everything the visitor sees.

1.2 The site is fourteen pages built from nine unique page templates, with [client] supplying all copy and photography.

1.3 The fee for the work described in section 2 is \$38,500.

2. DELIVERABLES

2.1 Nine unique page templates: home, services index, service detail, about, team index, team detail, insights index, insights article, contact.

Done when: each template is approved in writing at design stage.

2.2 Fourteen pages built from the templates in 2.1, listed by name in Appendix A.

Done when: all fourteen are on staging and accepted under section 7.

2.3 One responsive treatment of each template in 2.1 at 375px, 768px and 1440px.

Done when: accepted under section 7 at all three widths.

2.4 A content management setup covering the nine templates in 2.1, plus one two-hour training session for the [client] team, recorded and shared.

Done when: the session has been delivered and the recording sent.

2.5 Migration of 22 existing insights articles, with their images, from the current site.

Done when: all 22 are published on staging and accepted under section 7.

3. BROWSER AND DEVICE SUPPORT

3.1 Templates are tested against the current and previous major release of Chrome, Safari, Firefox and Edge on desktop, and Safari and Chrome on iOS, at 375px, 768px and 1440px.

3.2 Rendering issues in other browsers, in older releases, or at non-standard screen widths are outside this scope and are quoted separately at \$145 per hour.

4. SCHEDULE AND CLIENT DEPENDENCIES

4.1 Kickoff: [date]. Twelve working weeks from kickoff.

4.2 Final copy for all fourteen pages in 2.2: [date].

4.3 Photography, brand assets and hosting logins: [date].

4.4 [Client] names one person with the authority to approve at each of design, staging and launch.

4.5 Where [client] materials arrive more than five business days after the date shown, every remaining date moves by the length of the delay, and any resulting work outside the original window is quoted before it starts.

5. REVISIONS

5.1 Two rounds of revision on each template in 2.1 at design stage.

5.2 One round of consolidated revisions once the build reaches staging.

5.3 A round is one set of consolidated feedback delivered in a single pass, rather than feedback arriving in pieces over several days.

5.4 Rounds beyond 5.1 and 5.2 are billed at \$145 per hour, quoted and approved in writing before we start.

6. WHAT IS NOT INCLUDED

6.1 Copywriting, photography and art direction aren't included.

6.2 Each unique page template beyond the nine in 2.1 is \$2,400.

6.3 Each additional page built from a template already in 2.1 is \$600.

6.4 Ecommerce of any kind isn't included and would be quoted as a separate project.

6.5 Additional language versions are \$1,800 per language, not including translation itself.

6.6 Third-party integrations not named in section 2 are quoted at \$145 per hour.

6.7 Migration of articles beyond the 22 in 2.5 is \$35 per article.

6.8 Accessibility remediation to WCAG 2.2 AA across the nine templates is \$4,200.

6.9 Support after the warranty window in 8.2 is \$145 per hour, or a monthly retainer starting at \$950.

7. ACCEPTANCE

7.1 [Client] has five business days from delivery of each item in section 2 to accept it or to object in writing.

7.2 An objection names the deliverable and the condition in section 2 or section 3 that it fails to meet.

7.3 An item with no written objection inside five business days counts as accepted.

8. CHANGE CONTROL AND WARRANTY

8.1 Anything not listed in section 2 is a change, however it arrives. We reply within two business days with the price and the effect on the dates in section 4, and work starts once the person named under 4.4 accepts in writing.

8.2 Defects reported within 30 days of launch, in a browser named in 3.1, are fixed at no charge.

9. FEE AND PAYMENT

9.1 The total fee is \$38,500.

9.2 \$11,550 on signature of this scope of work.

9.3 \$11,550 on written acceptance of the nine templates in 2.1.

9.4 \$9,625 once all fourteen pages in 2.2 are accepted on staging.

9.5 \$5,775 on launch.

9.6 Invoices are due 14 days from issue.

10. APPROVAL (starts on its own page)

I approve version [v#] of this scope of work for the work described in sections 1 to 9.

Name: _____

Title: _____

Date: _____

Version approved: _____

Signature: _____