The scope, on one page

Fictional sample - for the PDF workflow demonstration.

Included

Review one five-page website supplied for this practice exercise.

List content issues and recommendations in priority order.

Include one review meeting and one revision round.

Not included

Implementation, new photography and ongoing maintenance.

Any commercial terms must be agreed separately.

Approval point

Review the combined document before you send it to a client.

This fictional example makes no earnings or time-saving claim.