A Simple Scope Document for Squarespace Designers

Project Scope - Squarespace Web Design

Website Audience

_____

_____

Website purpose/goals

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_____

_____

_____

_____

Functionality required

_____

_____

_____

_____

Pages needed

_____

_____

_____

Needed from [Client]:
E.g. template choice, page content, logos, images… give due dates.

_____

_____

_____

Project Milestones

Date:	Milestone:

Exclusions

Project agreement does not include:

_____

_____

_____

Change requests

Any changes to this scope can be requested via [method]. Additions to the original scope will incur a fee to be agreed upon before commencing the additional work.

Signed

_____   _____

[Client]   [Company]