

WEBSITE DESIGN SCOPE OF WORK AGREEMENT

1. Project Overview

This document outlines the scope of work for the website design services provided by Techthings Ltd. The project will focus on creating a professional, functional, and user-friendly website that aligns with the client's business goals.

2. Scope of Work

Our website design package includes the following services:

2.1 Website Design & Development

- Design and development of up to **10 pages**

- Use of a responsive and mobile-friendly design
- Selection and customization of a suitable theme or framework

2.2 Content & Media Integration

- Uploading client-provided media (images, videos, and documents)
- Placement of text content provided by the client
- Basic image optimization for performance

2.3 Blog Setup

- Integration of a blog section
- Creation of **5 example blog posts** for demonstration

2.4 Social Media & Basic SEO

- Integration of social media links and sharing buttons
- Basic on-page SEO setup (meta tags, alt texts, and URL structure)

2.5 Contact & Forms

- Setup of a contact form with email notifications
- Basic lead capture functionality

3. Deliverables

Upon completion, the client will receive:

- A fully functional website based on the agreed design and structure
- Administrative access for content management
- A brief training session on managing the website (if required)

4. Exclusions (Not Included) The following services are **not** included but can be provided at an additional cost:

- Custom development beyond the standard theme customization
- Advanced SEO services
- Content writing and copywriting
- Ongoing website maintenance and updates
- E-commerce setup (if applicable)

5. Timeline

Estimated project completion time: **4 weeks** from the date of receiving all required content and approvals.

6. Payment Terms

- **50% upfront** before project commencement
- **50% upon completion** before website handover

7. Client Responsibilities

To ensure smooth project execution, the client agrees to provide:

- UI/UX design files (Figma or equivalent). If the client does not have a design, we can provide a professional UI/UX designer at an agreed price.
- All required content, including text, images, videos, and branding guidelines.
- Timely feedback and approvals to prevent project delays.

8. Revisions & Modifications

The package includes **3 rounds of revisions**. Additional revisions or scope changes may be subject to extra charges.

By agreeing to this scope of work, both parties confirm their understanding of the project requirements and deliverables.

TECHTHINGS LTD

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[COMPANY / DEVELOPER]

[NAME], [TITLE]

DATE

DATE

[CLIENT]

[NAME], [TITLE]

DATE

DATE