

# 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.

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

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**TECHTHINGS LTD**

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**[COMPANY / DEVELOPER]**

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[NAME], [TITLE]

DATE

DATE

**[CLIENT]**

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[NAME], [TITLE]

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