

# ESTIMATE

INFO Website Design Doc. Version 1.0 2018.01.26	Document Revisions
	2020.02.10
	Document Brief
	This document serves as an estimate for the creation of a ... (create summary statement that describes the mobile app that you will build. ie. a mobile app that will XX for XX (client's name)).
TO CLIENT / FUNDING BODY / PRO BONO	Project Description
	For this project ... (what you will make, summarize your deliverables)
FROM Your Name	Timeline
	Launch date: April 30, 2020.
	Risk Assessment
	<p>Risk assessment identifies areas of concern in a project. Though I offer line item estimates for tasks, areas of risk are flagged for possible budget increases and timeline changes.</p> <p><u>Core Logic</u> All custom work with this level of complexity is an area of risk, as it represents unknowns on many levels. At the start of work, as far as possible, the complete logic flow for the system will be mapped out. Any omissions, special cases, or later changes will likely impact subsequent work.</p>
	Pricing and Scope of Work
	The standard rate for design, site development, implementation and maintenance work is \$XX per hour, and time assigned to the tasks delineated below reflect all

	<p>time involved in the developer’s completion of the task, including meetings, coordination, communications and development time. Rates are subject to change and are normally adjusted yearly. The client will always be notified of the relevant rates and hourly estimates prior to commencing work on a given task. When an overage of more than 25% will occur for a task, WEB will first obtain approval from the client before proceeding.</p> <p>The tasks detailed below constitute the scope of work. Additions or notifications to the scope of work will incur additional expense and require additional time.</p>
	<p>Ownership</p>
	<p>The work product within the scope of this project will consist of the customization of existing software and the creation of new software for use by the client, as well as template code and custom configuration for the chosen platform. CLIENT will retain ownership of the template code and configuration. WEB will retain ownership of the software that is created and customized. In addition, WEB hereby grants to CLIENT a worldwide, perpetual, non-transferable, royalty free and fully paid up license to use the software it creates and customizes for this project.</p>
	<p>Billing</p>
	<p>WEB requires a 25% deposit on this contract cost prior to commencing work. This deposit is retained to service cash flow needs, and will not be billed against as payment for costs until the project has reached 75% completion.</p> <p>WEB will bill twice monthly throughout the life of the project. Invoices are due net 30. Once an invoice is overdue, WEB will charge 5% interest per month until the balance is paid.</p>
	<p>Confidentiality / Non-disclosure</p>
	<p>Neither party shall copy, use, or disclose any Confidential Information of the other except as reasonably required to perform its duties hereunder, and shall only disclose such information to those employees, subcontractors, and agents that have a ‘need to know’ such information to perform their duties.</p>
	<p>Termination</p>
	<p>This agreement terminates under the following conditions. a) Completion of the tasks described in this Agreement; b) Cancellation of Agreement by either client or WEB with cause with 5 days written notice.</p>

	In the event that the agreement is terminated, WEB will be paid for the percentage of work completed up to that point within 30 days. Any deposits previously received exceeding the amount due to WEB will be returned to the client within 30 days.
	Reference
	Client agrees to allow WEB to reference the project in marketing materials, website promotions &c without prior approval.
	Disclaimer
	Except as set forth in this Agreement, the services and works furnished under this Agreement are provided on an 'as is' basis, without any warranties or representations express, implied or statutory including, without limitation, warranties of quality, title, non-infringement, merchantability or fitness for a particular purpose. Nore are any warranties created by a course of dealing, course of performance or trade usage. The foregoing exclusions and disclaimers are an essential part of this contract and formed the basis for determining the price charged for developer content.
	Signatures
	_____, for CLIENT
	_____, for Your Name

	Task	Hrs	Subtotal
<b>Project Management / Account Management</b>	Ongoing management and oversight of the project that aids in staying on-budget and on-schedule as well as ensuring clear paths of communication for all parties.	XX	XX

	Planning documents, client relations		
<b>UX Design</b>	Conduct all research and provide recommendations to ensure the product meets the user needs.	XX	XX
	User interviews, need statements, user personas, usability testing		
<b>Copywriting / Marketing</b>	Gather and edit existing relevant copy, draft and finalize all additional written deliverables for the project, and gather graphic content.  Design, develop and implement marketing strategies for a variety of platforms.	XX	XX
	Search engine optimization Marketing analytics		
<b>Design</b>	Design and implement all visual assets utilized in the development of the project. This includes illustrations, design comprehensives, and a style guide based on a produced design system as well as the final assets to be used in development.	XX	XX
	Research, style guide, design comps		
<b>Development</b>	Implementing structural requirements required to turn the Designer's comprehensives into a functional mobile app, as well as the deployment of those apps to their final hosting platforms.	XX	XX
	Quality assurance testing		
<b>TOTAL</b>		<b>XX</b>	<b>XX</b>