

# **Etech Digital Solution: Project Guidelines**

## **1. Introduction**

Welcome to Etech Digital Solution. These guidelines ensure smooth project execution, transparency, and client satisfaction.

## **2. Project Lifecycle**

- Initiation: Discovery meeting, requirement gathering
- Planning: Proposal submission, quotation, timelines
- Execution: Design, development, implementation
- Monitoring & Evaluation: Testing, feedback integration
- Closure: Deployment, client sign-off, documentation handover

## **3. Communication**

- Weekly progress reports
- Email or WhatsApp for updates
- Zoom calls for milestone reviews

## **4. File & Data Management**

- All files are stored securely in a cloud repository (Google Drive/Dropbox)
- Version control through Git (for developers)

## **5. Revisions**

- Up to 2 revision rounds included in base price
- Additional revisions are billed

## **6. Payment Terms**

- 50% upfront

## **Etech Digital Solution: Project Guidelines**

- 30% after mid-project review
- 20% on completion and approval

### **7. Intellectual Property**

- Clients receive full rights upon final payment
- Etech may showcase project in portfolio

### **8. Confidentiality**

- All client information is strictly confidential
- NDA available upon request

### **9. Support**

- 30-day free support post-project
- Ongoing maintenance available via retainer packages