

# Standard Scope of Work

Your project includes the following Standard Deliverables and Functionality. Any specific requirements beyond the Standard Scope of Work will either be included in the Custom Scope of Work section, or subject to Element 74, L.L.C.'s standard billing rate of \$94 per hour.

## Custom Scope of Work

Your project will include the following custom deliverables that fall beyond our standard Scope of Work:

### ELEMENT 74, L.L.C.'s Web Design Process

#### Client Meeting

A member or multiple members of the ELEMENT 74, L.L.C. team will meet with you to discuss the scope of your web design project including design parameters, overall marketing goals and objectives and desired look and feel.

#### Project Management

Following the initial CLIENT meeting, a Project Manager will be assigned to your project to ensure timely production. In order to maintain project continuity, the CLIENT will be expected to correspond with the Project Manager in a timely fashion at all times.

#### Project Planning Document

Your Project Manager will be drafting documents following the initial meeting. The documents may include one or all of the following, depending upon the scope of the project: Site Map, Home Page Wireframe and Secondary Page Wireframe. These documents must be reviewed and approved by the CLIENT prior to starting the design process.

#### Design

Following the approval of your "Project Planning" documents, a designer will be assigned to your project. Design concepts will be e-mailed to the CLIENT for approval. You will be allowed two (2) revisions of your design. If your number of design revisions exceeds two (2), then you will be billed an additional design fee at our standard billing rate. Final design approval must be received by ELEMENT 74, L.L.C. in the form of an email to your Project Manager. Once the design has been approved, any future design changes will involve additional cost to the CLIENT at our standard billing rate.