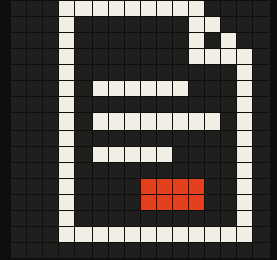


WEBSITE QUOTE CHECKLIST

Use this with any quote before you sign. If something on it is missing, ask for it in writing. A developer who is confident in their work will be happy to add it.

variance■

[Read the full guide online ↗](#)



01 DOES THE QUOTE COVER...

- ☐ Pages and features, listed by name
- ☐ What's not included
- ☐ Who provides the text, photos and logins, and by when
- ☐ How the design is shown, and how many rounds of changes
- ☐ Dates for each stage, not just a launch date
- ☐ One fixed price, and how changes are priced
- ☐ Payment terms tied to things you can see delivered
- ☐ Running costs, and whose name the accounts will be in
- ☐ What you receive at the end, and who owns it
- ☐ What support is included after launch, and for how long

02 FOR A WEB APP OR MOBILE APP, ALSO

- ☐ Who can do what: the kinds of users and what each can see and change
- ☐ The admin side your team will use, not just what customers see
- ☐ Every connection to another system, by name, and who pays for it
- ☐ Who cleans, imports and checks your existing data
- ☐ How it behaves offline or on a weak connection
- ☐ App store publishing: whose developer accounts, listings and review
- ☐ Sign-in, data protection, and how a backup would be restored

03 QUESTIONS TO ASK BEFORE YOU SIGN

- 01 What exactly is included, and what isn't?
- 02 What do you need from us, and by when?
- 03 How will we see the design, and how many rounds of changes are included?
- 04 What are the dates for each stage?
- 05 Is this a fixed price? What would change it?
- 06 How are changes handled once work has started?
- 07 What will it cost to run each month or year, and whose name will the accounts be in?
- 08 What do we receive at the end, and who owns it?
- 09 Can our team update the content ourselves? How?
- 10 What devices and browsers will you test on?
- 11 Is the site built to be accessible to people with disabilities? To what standard?
- 12 What happens if something isn't working after launch?
- 13 If we want to work with someone else later, how easy is that?

04 COMPARE QUOTES SIDE BY SIDE

	QUOTE A	QUOTE B	QUOTE C
Price			
Included			
Not included			
Dates			
Running costs			
Who owns it			
Support after launch			

05 RED FLAGS WORTH A DIRECT QUESTION

- ☐ No written scope at all: just a price and a promise
- ☐ Pressure to decide quickly
- ☐ The whole price upfront for a project that takes months
- ☐ Vague ownership, or the domain registered in the developer's name
- ☐ No questions about your business
- ☐ Guaranteed results nobody can promise, like a position on Google