KNOW WHAT YOU ARE BUYING

Review your proposed scope

Use this checklist when you receive a proposal. It is a guide, not an agreement or an invoice.

- [ ] **The job**

  Does it name the specific problem, chosen bundle, and what success means?

- [ ] **What is included**

  Are setup tasks and monthly work listed separately?

- [ ] **What is not included**

  Are custom work, provider fees, and usage charges called out?

- [ ] **The timing**

  Does it say what happens first and what could affect the start?

- [ ] **Your part**

  Do you know what information and account access will be needed?

- [ ] **The decision**

  Are the total setup fee, monthly fee, payment step, and contact clear?

Ask for a correction before accepting if the written scope differs from what you discussed.