SCOPE
This is not an invoice; payment of any invoice is agreement to terms.

1. Explanation of Scope

1.1. Summary

The scope of any MULTIMEDIA project is determined by balancing deliverables against budget and resources. Please consider the following examples as a general guideline for various projects. Programming and development is a science, *therefore the difficulty of a task does not affect its price, the only considerations are ones of time, budget, and deadline*. In the matter of artistic endeavor or content the only consideration is budget. Asking if something is "easy to do" does not affect its price.

- Scope is defined by project.
  - Items outside the scope of your project can be requested and will be invoiced.
    - For example: requesting graphic design during a programming project
    - For example: requesting an SEO consult during a design project.
- Client is expected to supply requested information on time.
  - Failure to produce requested information on time may result in missed deadlines.
    - Client agrees to release developer from missed deadlines in this event.
- Developer is expected to report on a regular bases.
  - A PM (Project Management) system will be defined for your project.
    - Emails, text messages and phone calls may act as reports without a PM system.
- Some projects have a fee to deliver a proposal, estimate, or quote.
  - During a SPEC, or Project Specification phase a project is defined in detail to move from a ballpark estimate into a solid quote. A SPEC is a labor product and is fee based.
- All projects require a % payment up front unless specified.
- Developer will not be held responsible for 3rd party failure.
- Developer will not be held responsible for interdepartmental miscommunication.
- Developer will not be expected to make revisions free of charge.
- Scope can be changed by email, phone call, contract, or PM at the clients request.

1.2. Invoiceable Labor

Invoiceable labor tasks are listed and tracked as Essential (not waivable) or Optional (waivable):
- Project Management (Essential)
  - Labor: Any task related to the management of assets or deliverables.
- Project Planning (Essential)
  - Labor: Any task related to the discussion of the project and its deliverables.
- Development (Essential)
  - Labor: Any task related to the delivery of assets and completed tasks.
- Consulting / Training (Optional)
  - Labor: The act of providing expert advice based on professional experience or research.
- Research (Optional)
  - Labor: The act of researching a subject to provide actionable information for the above.
- Other Scope Groupings: (which may appear on your task list)
  - Call, Meeting, Planning, Strategy, Programming, Design, Hosting Management, Domain Name Management (DNS), Marketing, Maintenance, Photography, Video, Editing, Publishing, Updating, Revisions, Bug Tracking, Bug Fixes, Alterations, Browser compliance, Testing, SEO, SEM, Backup, Migration, Proposal, Negotiation.

I agree the items listed above are invoiceable labor and may be required to complete deliverables as requested.

Client Name/Signature	

Signature Authorization indicates that all parties named on this document fully understand and accept terms.