

Understand your scope and proposal

What to check about deliverables, fees, timing, and changes before you agree.

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Make the work specific

Your proposal should name the problem, the deliverables, the systems and languages included, responsibilities on each side, and anything outside the scope. Agree who approves the work and what evidence will show that it meets the agreed requirements.

Understand the full cost

- Separate the one-time setup or build fee from recurring operation or support fees.
- Check billing frequency, payment milestones, taxes, and any agreed minimum term or cancellation conditions.
- Confirm which model, messaging, phone, hosting, or third-party usage costs are included and which are separate.
- Use the main website for current indicative plans; your written proposal confirms your project price.

Agree timing and changes

Delivery dates depend on the scope, inputs, access, reviews, and external approvals identified in the proposal. If your needs change, agree the impact on scope, price, and timing before additional work starts. Any guarantee, service level, ownership right, or refund condition must be defined in your actual agreement.

Your checklist

0/4 complete

- ☐ Confirm deliverables and exclusions.
- ☐ Review all fee categories.
- ☐ Agree acceptance criteria and an approver.
- ☐ Clarify the change-request process.

A USEFUL NEXT STEP

Collect your proposal questions and review them with your Swepety contact before signing.

Your signed proposal and agreement define the final scope, fees, responsibilities, and terms.

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