Scope and price

Example format

Project	Lead follow-up automation
Goal	Reply to every enquiry within minutes and never miss a follow-up.
Included	+ Website form and WhatsApp connected to your CRM + Automatic first reply by email and WhatsApp + Reminder to your team when a lead goes quiet
Not included	Redesign of your website
Timeline	About 1 week from approval
Price	$ _____ fixed
Payment	In milestones, agreed before we start
Changes	Quoted in writing before any extra work

Client

CodeAstron

This is the format of every quote we send. Yours is written for your project.