

Redesigning Website Content Agreement		<i>Version 1.1</i>
Assignment	Writing the text (content) for a website for ABC Engineering.	
What does the Project assignment include?	Stage 2: Presenting an outline of the site architecture (max. 10-12 pages). Stage 3: Writing the text. Stage 4: Delivering first draft. Stage 5: Corrections. Stage 6: Delivering final draft. Stage 7: Proofreading of the text in its final web format.	
Optional	Content research (word specific to industry..) Set-up editorial guidelines + Fonts and formats	
What does the Project/ assignment not include?	This assignment is for writing only, and does not include the web design, optimisation or the technical promotion of the website on the Internet	
Start date	2 Juin 201x	
Delivery date	20 Juin 201x	
Delivery methods	Final text to be emailed to xx	
The price	£xxxx + £0 VAT = £xxxx	
Payment terms	£xxx+ VAT with initial order; £xxx + VAT on delivery; £xxx+ VAT 30 days after delivery if applicable.	
Materials cost included?	Yes	
Travel cost included?	1 visit to the customer's premises to collect the initial information – further visits requested by the customer will be charged at . 100 each.	
Extra costs not included	If the client makes more corrections after the final draft, there will be a surcharge of £xxx per round of corrections – If the client requires more than the agreed 10 web pages, there will be a surcharge of £xx per page.	

