



53 County Clare Crescent
Fairport, NY 14450-9158

www.strategicebusiness.com
o: 585-377-3439 e: dcook@ebizk.com

Subject: Small Business Website Business Blueprint Proposal and Contract

Situational Appraisal

Strategic eBusiness - Cook Consulting provides business blueprints and use cases for websites development. We do not build, maintain, or host websites.

We work with our clients to provide them with what they need to direct the development activities using inside staff or outside developers. This offering is specific to small businesses.

Objectives

We provide a preliminary blueprint and initial, high-level use case for your future website. At your option we will also give you a project plan schedule. This can be provided to a website developer for a Request for Proposal (RFP) or Quote (RFQ), or given to your provider for functional and technical design and development.

Measures of Success

We provide you with a custom developed

- 1) preliminary blueprint
- 2) high-level use case.

These two documents can be provided to a website developer for a Request for Proposal (RFP) or Quote (RFQ), or given to your provider for functional and technical design and development. The design is for a single website.

We can also provide (upon request and at no additional charge) a project plan schedule that to can be used by for managing the development of the website.

These documents will assure a clear, high-quality design. They can also be used to manage a highly successful web design and development project.

Project Phases

The project will have three phases:

1. Collect input about your company's value discipline, style, likes and dislikes, systems, and business objectives. This phase is done via conference call(s).
2. Perform an analysis of your business objectives and features your site needs
3. We will document the preliminary blueprint of your website and an initial, high-level use case. This is normally delivered via email. At your request, we will also review our design via conference call.

Timing

You can generally expect completion within 45-day after phase 1 is completed. All work will be completed within 75-days of the initiation of the project, unless we mutually agree to postpone work. We will make every effort to accommodate reasonable requests for expedited work.

Joint Accountabilities

- Client will be responsible for making self and/or employee(s) available to answer questions necessary for the website business blueprint.
- Client will maintain confidentiality concerning proprietary methodologies used in the creation of the website business blueprint and use case.
- Client assumes responsibility for the design of the website once the blueprint is delivered. This contract does not cover on-going modifications to the design or any project management activities.
- Strategic eBusiness - Cook Consulting is responsible for all evaluation work, interviews, and other interventions called for in this proposal; we will sign all appropriate nondisclosure documents; we will insure minimal disruptions in work procedures and adhere to all schedules; we will provide updates and progress reports at your request; we will immediately inform you of any peripheral issues that emerge which we think merit management's attention.
- We will both inform each other immediately of any unforeseen changes, new developments, or other issues which impact and influence this project so that we can both adjust accordingly; we will accommodate each other's unexpected schedule conflicts; we agree to err on the side of over communication to keep each other abreast of all aspects of the project.


Terms and Conditions

Fee for this project is \$500 USD, payable at acceptance of the project.

- **Methods of Payment:** Cash, Check, Money Order, Funds Transfer or Credit Card (through PayPal™). Please note your website and telephone number in reference area.
- **Expenses:** You will not be billed for expenses.
- **Conditions:** The quality of our work is guaranteed. Once accepted, this offer is non-cancelable for any reason. However, you may reschedule, postpone, or delay this project as your business needs may unexpectedly dictate without penalty and without time limit, subject only to mutually agreeable time frames in the future. No warranty is expressed or implied and we will not be liable to each other's actions, even if advised of possible damages.
- **Strategic eBusiness** is an independent contractor and not an employee of the client (EIN# 56-2438243).
- At our discretion, we reserve the right to cancel this project if the company is deemed to not fit our definition of a small business.

Acceptance

The signatures below indicate acceptance of the details, terms, and conditions in this proposal, and provide approval to begin work as specified. Alternatively, your deposit indicates full acceptance, and also signify approval to begin.

<p>For</p> <p>Strategic eBusiness - Cook Consulting</p>  <p>Duane H. Cook</p> <p>CEO</p>	<p>For</p> <p>_____:</p> <p>(Name of Business)</p> <p>_____</p> <p>(Signature)</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
--	--

SB Website Business Blueprint Version 1.