

Client websites, one step at a time

A free reading sample from the Client Website Project Kit.

- 1 Clarify the enquiry and scope.
- 2 Collect usable page content.
- 3 Prepare the quote and plan revisions.
- 4 Check, complete and hand over.

The paid kit contains the editable tools and full guides. This sample contains no customer workspace.

Clarify the first enquiry

Ask only what is missing

01 What should the website help visitors do?

02 Which pages and functions are needed?

03 Who supplies content and approves decisions?

04 What is the target date and what depends on it?

05 What budget or constraints should shape the scope?

Write down important exclusions and unresolved questions. An unanswered question is a next action, not a reason to guess.

NEXT

Use Discovery-Notes.txt and Website Quote Kit to define the work.

A useful question changes the scope

The enquiry

"I want customers to book a clean."

Ask first

Should visitors send an enquiry, use an existing booking service, or book and pay on this website?

Fictional answer

An enquiry only. Sam replies to arrange the job.

Carry the decision forward

Quote an enquiry form. Ask for the contact details and response wording. At completion, test the form and confirm the message reaches Sam.