What should a good offer clarify before the start of the project?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

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Applicability: Practical application according to the circumstances of the business

Clearly distinguish the outcome, the work involved, the required inputs, the deadlines and the procedure for handling additional requests.

What does that mean in practice?

A list of activities is not always a sufficient description of the results. Instead of just "web development", describe the pages, the content, the alignment loops and the handover process.

For any new idea during the project, record its impact on cost and schedule. This makes agreement easier and reduces misunderstandings.

An example from everyday business

The proposal includes five sub-pages and one round of alignment. The new multilingual version is initially assessed as additional scope.

Specific next steps

1. Write what the client receives and how they confirm completion.
2. Specify what must be delivered and by when.
3. Arrange written confirmation of the additional scope and price before carrying out the work.

Most common mistakes

• To promise unlimited amendments.

• Adding jobs without agreeing on a deadline.

Limits of application

Editorial business guideline. The example is illustrative; it is not a legal, tax or accounting calculation.

Original page

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