

# SpinFlow Quote Document

SAMPLE. Illustrative layout only, with client details removed. Figures shown are placeholders, not a price offer. Every SpinFlow quote is prepared individually.

|              |                    |                 |                          |
|--------------|--------------------|-----------------|--------------------------|
| Quote number | SAMPLE-0000        | Prepared for    | [Client company]         |
| Date issued  | [Date]             | Prepared by     | Matthias Moore, SpinFlow |
| Valid until  | 30 days from issue | Engagement type | Platform build           |

## Scope of work

| Line item                     | Detail                                                    | Amount   |
|-------------------------------|-----------------------------------------------------------|----------|
| Discovery and scope           | Requirements mapping, data model, written build plan      | [amount] |
| Core platform build           | Admin, roles, records and workflows for the modules below | [amount] |
| Module: quoting and invoicing | Quote to invoice trail with payment records               | [amount] |
| Module: client portal         | Client-facing status, documents and approvals             | [amount] |
| Module: dashboards            | Live operational and revenue reporting                    | [amount] |
| Launch and handover           | Data load, staff walkthrough, go live                     | [amount] |
| Build total                   |                                                           | [total]  |

## Payment terms

Builds may be paid in a single payment or split into instalments. A single payment for a build of 2,500 USD or more receives a 10 percent pay in full discount. Instalment plans carry a surcharge that rises with the number of payments, shown on the quote before you accept. Small jobs are quoted at a flat price with no pay in full discount and no surcharge. The monthly platform subscription begins at go live and is billed separately from the build.

## Timeline

Delivery runs two to eight weeks from acceptance, depending on how many modules move in at once. Your existing public website stays live throughout the build. Nothing is switched over until you have walked the platform and agreed it is ready.

## Acceptance

Accepting a real quote is done online: you review the document, choose your payment option and sign in the client portal. The signed copy, the invoice schedule and the build plan then live in your portal for the life of the engagement.