

NEW RECURRING PROJECT CHECKLIST



SCOPE / DETAILS

Discuss project details, occurrence, materials



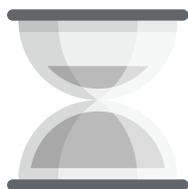
DESIGN / BUILD

\$70/hr for design | \$90/hr for programming



TEST / GO LIVE

Establish file locations, run test data



PRODUCTION

Email notification, weekly or monthly billing