

CHANGE REQUEST CR-004

PROJECT UPDATE

PROJECT
Northline Coffee Website Refresh

PREPARED BY
Maya Brooks
Independent Designer & Developer

PREPARED FOR
Northline Coffee Co.

Original agreement

Design and build a responsive five-page marketing website, including a contact form and two revision rounds.

Client's new request

Add a campaign landing page, connect the signup form to the email platform, add a thank-you state, configure signup analytics, and include one additional revision round.

SCOPE	BUDGET IMPACT	TIMELINE IMPACT
One additional responsive campaign page, email signup integration, thank-you state, analytics event setup, testing, and one revision round.	+\$900	+3 business days

Choose a path forward

A Keep the current plan Continue with the original five-page website. No additional scope, cost, or timeline change. Budget: \$0 Timeline: No change
B Replace existing work Replace the planned About page with the campaign page. Email integration and analytics setup are added separately. Budget: +\$250 Timeline: +1 business day
C Add this work Keep the original website and add the complete campaign page, email integration, analytics setup, and additional revision round. Budget: +\$900 Timeline: +3 business days

Choose the option that best fits your priorities. Once confirmed, the project schedule will be updated before the additional work begins.

Illustrative sample. Names, prices, and project details are fictional.

Clear scope. A shared next step.