

See the working pages. Choose by the job to do.

Actual pages from the paid files, shown at full page size. Read the scope, feedback, handoff and spreadsheet examples before choosing a kit.

CLIENT COMMUNICATION / \$12

Preview pages 2-4

Scope, usable feedback and a final-file inventory from one completed fictional project. The paid kit includes editable PowerPoint templates in A4 and Letter, matching PDFs and 12 workflow emails.

QUOTE AND PAYMENTS / \$9

Preview page 5

The Excel quote for the same USD 6,600 project. The paid kit includes blank and example workbooks, fillable PDF forms and 12 billing emails.

PROJECT PROFIT AND CASH / \$14

Preview pages 6-7

Expected project contribution and a monthly cash plan. The paid kit includes separate blank and example Excel files for project economics and cash tracking.

These are three separate products, not one bundle. All identities, dates, links and figures in the examples are fictional. The preview keeps the source page numbers. It contains no editable templates.

[Compare the kits at templatebase.shop/studio-templates/](https://templatebase.shop/studio-templates/)

Personal evaluation only. No redistribution or resale of these preview pages.

The agreed deliverables

Website copy for five pages, up to 2,500 words in total.

Deliverable	Purpose	Review output
Home	Audience, offer and main action	Page draft
About	Business story and relevant credibility	Page draft
Services	Scope, fit and enquiry route	Page draft
Case study	One client-supplied example	Page draft
Contact	Enquiry instructions and next step	Page draft

Also included: one 60-minute discovery call, one approved outline and two consolidated revision rounds. Website design, development, uploading, original interviews and additional pages sit outside this example scope.

Feedback we can act on

A revision round begins with one consolidated response from Jamie Lee.

Start with the purpose

Tell us which audience, message or factual requirement the draft has missed. A reason helps us find the right revision.

Comment beside the text

Use the current review document. If you want to change a phrase, explain what feels wrong and what the reader should understand instead.

Resolve conflicting views

Collect internal comments before sending the round. Ask the approval contact to choose a direction when stakeholders disagree.

A vague comment

"This feels wrong. Make it more exciting."

A comment with a reason

"The opening sounds aimed at large teams. Our buyers are solo owners. Please make the first paragraph speak to one person running the business."

What is in the handoff

Final folder: <https://example.com/project-folder>. The filenames below are examples to replace with the files you actually deliver.

File	Use	Owner
01_Final_website_copy.docx	Editable approved copy for implementation	Web team
02_Final_website_copy.pdf	Reference for approved wording	Client approver
03_Page_map.xlsx	Page order and enquiry destinations	Web team
04_Open_items.pdf	Unresolved facts or implementation tasks	Named owners

Keep a dated copy of the approved version. Before sharing, remove drafts and check that each listed file exists and opens correctly.

Project quote

TemplateBase editable form. Amber cells are inputs. Currency: one currency per document.

Your business		Quote number	
Northline Studio / fictional studio@example.com		Q-HW-2601	
Client / billing details		Issue date	
Harbor Workshop / fictional client@example.com		Oct 28, 2026	
		Valid until	
		Oct 30, 2026	
Project / reference	HW-2601 / five-page website copy		

[illegible]

Payment / delivery notes		
Fictional case / USD.		
Payment split: 50%, 25%, 25%.		
Use your actual agreement and tax.		
Subtotal		6,600.00
Discount amount		-
Tax rate		0.0%
Tax amount		-
Total		6,600.00

Project fee and delivery cost

One project at a time. Planning contribution includes an internal cost for your time.

Project HW-2601 As of Nov 14, 2026

Project review	Amount / hours	Phase	Planned	Forecast	Hours over plan
Approved project fee	6,600.00	Discovery	6.0	6.0	-
Forecast delivery cost	4,500.00	Outline	6.0	6.0	-
Forecast contribution	2,100.00	Draft	24.0	26.0	2.0
Forecast margin	31.8%	Revisions	8.0	14.0	6.0
Hours worked	30.0	Handoff	4.0	4.0	-
Hours still expected	26.0				
Forecast hours	56.0				

Quote review	Planned hours	Reserve hours	Cost budget	Fee at target margin
HW-2601	48.0	9.6	4,620.00	6,600.00

Monthly cash plan

Manual forecast. It does not pull actual records from Transactions.

Plan start month

Nov-26

Starting cash

8300

Setup review

Month / cash

Month	Opening cash	Expected receipts	Planned costs	Owner in	Owner out	Ending cash	Review
Nov-26	8,300.00	3,300.00	420.00	-	1,000.00	10,180.00	
Dec-26	10,180.00	-	120.00	-	1,000.00	9,060.00	
Jan-27	9,060.00	-	-	-	-	9,060.00	
Feb-27	9,060.00	-	-	-	-	9,060.00	
Mar-27	9,060.00	-	-	-	-	9,060.00	
Apr-27	9,060.00	-	-	-	-	9,060.00	
May-27	9,060.00	-	-	-	-	9,060.00	
Jun-27	9,060.00	-	-	-	-	9,060.00	
Jul-27	9,060.00	-	-	-	-	9,060.00	
Aug-27	9,060.00	-	-	-	-	9,060.00	
Sep-27	9,060.00	-	-	-	-	9,060.00	
Oct-27	9,060.00	-	-	-	-	9,060.00	

Enter zero for an intentional nil flow. Blank or text inputs require review.

Receipts are expected cash dates. Costs are planned cash payments, not accrued expenses.

Compare to actual records manually. This workbook is a planning aid, not accounting software.