



WEBSITE SERVICE - EXISTING WORKSPACE / STANDARD TIER

Audit + Action Plan

Diagnosis + detailed implementation plan

PACKAGE PRICE	DELIVERY TARGET
\$79	5-day target

Current markdown: 20% off the genuine prior package price of \$99. Save \$20.

A defined scope. A practical process. A handoff you can use.

What this package is designed to do

PACKAGE PRICE \$79 5-day target	ORIGINAL PACKAGE PRICE \$99 20% OFF - SAVE \$20
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Best for A workspace owner who needs a clear, sequenced correction plan before making structural changes or assigning implementation work.	Not intended for Hands-on editing, a new CRM or operating system, bulk migration, external automation, or open-ended workspace management.
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Scope included

- Read-only review of one defined workspace area
- Up to 20 total pages or databases
- No more than three databases
- Navigation, information hierarchy, database, and workflow review
- One organized feedback round on the report and plan

What you receive

- Everything included in the Workspace Audit
- Navigation and information-hierarchy map
- Database and workflow correction plan
- Step-by-step implementation checklist
- Dependency and decision notes
- One revised report after consolidated feedback

How the work moves from scope to handoff

1. Confirm	Confirm the workspace area, item count, access method, desired outcome, and any areas that must remain unchanged.
2. Review	Inspect navigation, structure, database design, workflow signals, ownership, and maintenance friction within the agreed scope.
3. Prioritize	Separate findings into Keep, Change, and Remove decisions so the highest-impact work is visible first.
4. Deliver	Provide the agreed report, plan, or corrections, then collect one organized round of client feedback.
5. Close	Resolve in-scope revisions and hand over practical next steps, maintenance guidance, and any stated limitations.

What the client provides

- Review access and one clearly defined workspace area
- The desired operating outcome and known friction
- Any rules, ownership constraints, or required records
- A current backup and removal of unnecessary sensitive data
- One consolidated feedback response

Access, communication, and schedule

Project details, access, schedule, deliverables, and payment terms are confirmed in writing before work begins. The delivery target begins after the required access, source material, and scope decisions are available. Delayed access or feedback can move the delivery date. Flow Work Systems requests the minimum access needed and does not need passwords shared by email.

Client review points

The client confirms the scope before work starts, answers blocking questions during the project, reviews the delivered work, and provides consolidated feedback. Consequential business decisions, permissions, records, and AI-supported output remain subject to the client's human review and approval.

Commercial terms and practical boundaries

Revisions and acceptance

One revision to the written report and action plan is included. New areas, implementation, or newly requested deliverables are quoted separately.

Out of scope and change triggers

- Direct editing, cleanup, migration, or data entry
- New dashboards, databases, templates, formulas, or automations
- More than 20 reviewed items or more than three databases
- Ongoing Notion administration or staff training
- Professional certification or guaranteed business outcomes

Current price reduction

Pricing basis	Amount
Original package price previously offered	\$99
20% tier reduction	-\$20
Current reduced package price	\$79

After delivery

- Implement the checklist internally in the recommended order
- Use the plan to request a precise implementation quote
- Schedule a later system-health check after major changes

Before you purchase

Privacy, security, and backups

Clients should remove unnecessary sensitive information, maintain a current backup, and confirm that they have authority to share the source material. Flow Work Systems works only within the agreed access and cannot certify that a Notion workspace satisfies a client's legal, regulatory, records-retention, privacy, or security obligations. The client controls final permissions, data retention, and consequential decisions.

Frequently asked questions

Can the scope be expanded?

Yes, after the added work is described and priced in writing. Work does not silently expand inside a fixed package.

Does the delivery target start immediately?

It starts after scope confirmation and receipt of the required access, materials, and decisions. Availability is confirmed before purchase or contract acceptance.

Are results guaranteed?

No. The package delivers the stated system work and guidance. Adoption, efficiency, sales, compliance, and other business outcomes depend on client decisions and use.

Can sensitive data be included?

Share only what is necessary. Use sample or redacted records where possible and never send passwords through ordinary messages or email.

Important pricing note

Prices are starting package prices for the stated scope and are confirmed before work begins. The crossed \$99 amount is the bona fide package price previously offered for this same tier and scope. The current price is \$79, a rounded 20% reduction that saves \$20. Taxes, platform charges, optional add-ons, and work outside the stated scope are not included unless written into the final agreement.

This Standard tier is reduced from the bona fide prior package price of \$99 to \$79, a rounded 20% reduction.

EMAIL FLOW WORK SYSTEMS ABOUT THIS PACKAGE

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