



WEBSITE SERVICE - NEW OR REDESIGNED WORKFLOW / BASIC TIER

Starter Workflow Build

One focused operating path

PACKAGE PRICE	DELIVERY TARGET
\$99	5-day target

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

What this package is designed to do

PACKAGE PRICE \$99 5-day target	TIER Basic Fixed starting package
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Best for A solo operator with one clear repeatable process that needs a dependable operating page and a central source of truth.	Not intended for A multi-team system, complex permissions, several connected data sources, bulk migration, or external automation.
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Scope included

- One defined workflow and primary user
- One operating page
- One principal database
- Up to four purposeful views
- One reusable database template
- Representative test records and one revision

What you receive

- Working Notion operating page and database
- Named properties, statuses, views, and template
- Workflow test and correction pass
- Concise operating and maintenance guide
- One organized revision round

How the work moves from scope to handoff

1. Scope	Confirm the users, workflow stages, source information, decisions, permissions, and success criteria for one defined operating path.
2. Map	Translate the real process into statuses, properties, views, templates, and handoffs before building.
3. Build	Create the approved Notion pages and databases with clean naming, usable defaults, and representative test records.
4. Test	Run the workflow through realistic scenarios, correct in-scope issues, and prepare concise operating guidance.
5. Handoff	Walk through the finished system, collect organized feedback, complete included revisions, and transfer ownership.

What the client provides

- The current process, inputs, outputs, and owner
- Examples of the records or work the system must hold
- Required stages, deadlines, and decisions
- A Notion workspace with suitable access
- 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 is included. It corrects or refines the approved workflow and layout; a new workflow, extra database, or material restructuring requires a new scope.

Out of scope and change triggers

- A second database or connected data architecture
- Bulk data entry, migration, or historical cleanup
- External integrations, API work, or custom code
- Advanced permission architecture or ongoing administration
- Guaranteed adoption, efficiency, or revenue results

After delivery

- Use the operating guide to run the workflow
- Duplicate the included template for consistent records
- Request a Focused Workflow Build when the process needs a dashboard or more operating logic

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. Taxes, platform charges, optional add-ons, and work outside the stated scope are not included unless written into the final agreement.

EMAIL FLOW WORK SYSTEMS ABOUT THIS PACKAGE

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