



UPWORK PROJECT CATALOG / BASIC TIER

Notion Cleanup

Clean one small existing workspace area

PACKAGE PRICE	DELIVERY TARGET
\$49	3-day target

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

What this package is designed to do

PACKAGE PRICE

\$49

3-day target

TIER

Basic

Fixed starting package

Best for

An Upwork client with a small existing Notion area that needs clearer naming, navigation, and usable database presentation.

Not intended for

A new workflow build, a large or highly connected workspace, bulk migration, external automation, or ongoing administration.

Scope included

- One defined existing workspace area
- Up to five pages or one small database
- Naming and navigation cleanup
- Property cleanup and up to two database views when applicable
- Concise handoff note and one revision

What you receive

- Cleaned in-scope Notion area
- Consistent naming and navigation
- Corrected small database presentation when applicable
- Change summary and maintenance note
- One organized revision round

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

- An active Upwork contract and communication through Upwork
- Editable access to the agreed Notion area
- The desired result and items that must remain unchanged
- A backup and removal of unnecessary sensitive data
- One consolidated feedback response

Access, communication, and schedule

For Upwork purchases, scope questions, files, approvals, delivery, and payment remain in the active Upwork contract and message thread. 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 for the approved cleanup. New pages, databases, workflow logic, or an expanded area require an Upwork add-on or a new contract milestone.

Out of scope and change triggers

- New dashboard or database architecture
- More than five pages or more than one small database
- Bulk data cleanup, migration, or data entry
- External integrations, formulas requiring advanced debugging, or custom code
- Guaranteed outcomes or professional certification

After delivery

- Review the change summary
- Use the maintenance note to preserve the cleaned structure
- Move to the Workflow Build package if the area needs a new operating path rather than cleanup

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.

This guide describes the intended package scope. The final scope, delivery date, revisions, payment, and platform terms are the terms displayed and accepted in the active Upwork contract.

VIEW THIS PACKAGE ON UPWORK

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