



WEBSITE SERVICE - EXISTING WORKSPACE / BASIC TIER

# Workspace Audit

Diagnosis + priorities

| PACKAGE PRICE | DELIVERY TARGET     |
|---------------|---------------------|
| <b>\$49</b>   | <b>3-day target</b> |

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

# What this package is designed to do

|                                                                  |                                                                    |
|------------------------------------------------------------------|--------------------------------------------------------------------|
| <div>PACKAGE PRICE</div> <div>\$49</div> <div>3-day target</div> | <div>TIER</div> <div>Basic</div> <div>Fixed starting package</div> |
|------------------------------------------------------------------|--------------------------------------------------------------------|

|                                                                                                                                                             |                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Best for</div> <div>A solo operator or small team with one defined Notion area that feels harder to navigate, trust, or maintain than it should.</div> | <div>Not intended for</div> <div>A new system build, hands-on cleanup, bulk migration, external automation, or a review of an entire complex workspace.</div> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Scope included

- Read-only review of one defined workspace area
- Up to 10 total pages or databases
- No more than two databases
- Navigation, naming, usability, structure, and workflow review
- One organized feedback round on the written report

## What you receive

- Concise diagnostic report
- Prioritized Keep, Change, and Remove plan
- Highest-impact risks and friction points
- Recommended order of operations
- One revised report after consolidated feedback

# How the work moves from scope to handoff

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

## What the client provides

- A guest or screen-share access method that permits review
- The one area to review and the outcome it should support
- Known pain points and any non-negotiable structure
- A 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 is included. The revision clarifies or corrects the delivered findings; it does not add a new workspace area or implementation work.

## Out of scope and change triggers

- Hands-on editing or cleanup
- New databases, dashboards, templates, formulas, or automations
- More than 10 reviewed items or more than two databases
- Legal, financial, security, records-management, or compliance certification
- Guaranteed performance, revenue, or adoption outcomes

## After delivery

- Use the priority order as an implementation checklist
- Keep the report as a baseline for future cleanup or redesign
- Request a separately scoped Action Plan or build if implementation support is needed

# 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.

A page or database counts as one reviewed item. A materially complex database can require a revised written scope before review begins.

**EMAIL FLOW WORK SYSTEMS ABOUT THIS PACKAGE**

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