Launch QA checklist and quote formula

Client Delivery Kit: free sample v1.1.3. Printable.

Launch QA checklist

Tick each line or cross it out if it does not apply to this project. Add your own lines at the bottom.

	Check	Notes
	CONTENT AND COPY	
[ ]	All placeholder text and sample images are replaced	
[ ]	Client has approved final copy in writing (email or message is fine)	
[ ]	Business name, address, phone and email are correct everywhere they appear	
[ ]	Spelling and grammar read-through done on every page	
	DESIGN AND LAYOUT	
[ ]	Fonts, colours and logo match the approved design	
[ ]	Images are sized sensibly and have alt text where they carry meaning	
[ ]	Headings follow a logical order (one main heading per page)	
[ ]	Favicon and social sharing image are set	
	RESPONSIVE AND BROWSERS	
[ ]	Checked at phone width (about 360px), tablet and desktop	
[ ]	No horizontal scrolling at any width	
[ ]	Checked in at least two current browsers	
[ ]	Menu, buttons and links work by keyboard alone	
	LINKS AND FORMS	
[ ]	Every internal and external link opens the right page	
[ ]	Each form submitted once as a test and the message arrived	
[ ]	Form error messages and confirmation messages are readable	
[ ]	Phone, email and map links work on a phone	
	PERFORMANCE AND ACCESSIBILITY BASICS	
[ ]	Large images compressed; pages load acceptably on a mobile connection	
[ ]	Text contrast is readable; text is not baked into images	

	Check	Notes
[ ]	Every form field has a visible label	
[ ]	A custom 404 page exists and links back to the home page	
	SEARCH AND SHARING BASICS	
[ ]	Each page has a unique title and meta description	
[ ]	Site is not set to 'discourage search engines' or noindex by mistake	
[ ]	Sitemap and robots file exist if the platform needs them	
[ ]	Redirects from any old URLs are in place	
	LEGAL AND POLICY PAGES	
[ ]	Privacy, terms or cookie notices the client needs are present (text supplied or reviewed by the client's adviser)	
[ ]	Image, font and plugin licences are recorded for the client	
	TRACKING AND INTEGRATIONS	
[ ]	Analytics or tag manager installed only if the client asked for it	
[ ]	Cookie or consent banner configured if tracking is used and the client's adviser requires it	
	DOMAIN, HOSTING AND BACKUP	
[ ]	Domain, DNS and SSL certificate are working; www and non-www both resolve	
[ ]	A full backup of files and database exists and a restore has been considered	
[ ]	Email sending from the site (forms, notifications) reaches the inbox, not spam	
	CREATIVE FILES (LOGOS, PRINT, SOCIAL)	
[ ]	Final files exported in the agreed formats (for example SVG, PNG, PDF)	
[ ]	Colour mode is right for the use (RGB for screen, CMYK or spot for print)	
[ ]	Source files and fonts are listed or packaged as agreed	
[ ]	Usage notes (minimum size, clear space, colour values) are included	
[ ]		

> A completed list means the checks you chose were done. It does not guarantee the project is free of faults.

How the quote worksheet works

Percentages are entered as percentages; hours are decimal hours. Blank, text or negative inputs count as 0.

Result	Formula
Base task hours	Sum of task hours above 0
Contingency hours	Base hours x contingency %
Revision hours	Whole revision rounds x hours per round
Total hours	Base + contingency + revision
Labour fee	Total hours x hourly rate
Direct costs billed	Direct costs x (1 + markup %)
Project fee	(Labour fee + direct costs billed) minus discount, rounded to 2 decimals
Your cost	Total hours x internal cost per hour + direct costs
Margin	(Project fee - your cost) / project fee; 0 if the fee is 0

> This is a pricing aid, not financial advice. The paid kit has the full workbook, scripts and guide. Support: Raianmehraknoor@gmail.com

Get the full kit

The free sample has two parts of the Client Delivery Kit. The full kit covers the rest of a project, from the first inquiry to the handoff.

The full kit adds	What it is
Nine workbook sheets	Inquiry, brief, quote, scope changes, revisions, assets, status, launch QA and handoff. A blank workbook and a worked example.
Seven message scripts	Onboarding, missing assets, scope change, feedback, approval, handoff and aftercare. Word files you edit.
Project brief template	Goal, deliverables, acceptance checks, exclusions, dates and approval.
Quick-start guide	Three pages, PDF: setup, workflow, a worked example, common mistakes and how to reset.
Notion import files	Eight CSV files, three Markdown pages and an import guide. Not a one-click template.
Price	Planned price $39 USD, one time. No subscription. Not on sale yet.
Where	To hear when checkout opens: on the MonsiKit site, open the page /kit/ and use Notify me when it opens. One email when checkout opens. No other mail.