Project requirements acknowledgement agreement

Confirmed requirements and Client details are retained in the private project brief.

1. Parties to the agreement

Web Hat Solutions is referred to as the Supplier. The business or professional submitting and confirming the brief is referred to as the Client. The individual brief includes the company name, tax ID, confirming person's name, phone and email address. The confirming person declares their authority to communicate requirements on behalf of the Client.

2. Purpose of the agreement

This agreement records the requirements and preferences supplied by the Client for the selected service. The confirmed brief is the reference for assessing the project and preparing the Supplier's proposal.

3. Acknowledgement of answers

The Client reviews the complete summary and confirms that the answers reflect their request. Depending on the service, the information includes the objective, structure, features, platform, visual identity, copy, images, integrations and preferred launch date. Answers such as Recommend an option or Let's decide together remain matters for discussion between the parties.

CLIENT DECLARATION

I confirm that I have reviewed every answer in this brief, that the answers represent my requirements and preferences for this project, and that I am authorised to provide this information on behalf of the Client. I acknowledge this version of the requirements and accept the Project requirements acknowledgement agreement.

4. Confirming the brief

The named person receives an email link to the exact version of the brief at the address supplied. After reviewing it, they enter their full name and explicitly confirm the requirements. The Supplier retains the brief, accepted declaration, agreement version and confirmation date. The Client receives a copy by email.

5. Additions and changes

Subsequent additions or changes are communicated separately and confirmed again. A confirmed version remains a record of the requirements acknowledged at that time; new versions identify subsequent changes.

6. Commercial terms and delivery

Included services, final technical solution, pricing, payment, delivery schedule, revisions and handover are agreed separately through the proposal and delivery documents accepted by both parties. The preferred launch date and selected options in the brief are the Client’s preferences to be assessed at that stage.

7. Brief confidentiality

The public page presents the agreement rules. Answers, Client details, the confirming person’s name and confirmation evidence are kept private and shared directly with the parties. Access to an individual brief uses the temporary email link or the Supplier’s authenticated administration.

8. Use of information

The Supplier uses the information to assess and discuss the project, prepare a proposal and retain the record of confirmed requirements. The Client may request corrections and submit a revised version. The personal data notice accompanies the form.