

LEGAL

Website Audit: Service Schedule

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This schedule defines the fixed-scope website audit: an automated crawl of the whole site up to your tier's page cap, expert manual review of the templates and user flows that matter, and a prioritized findings report with an executive summary written for boards and leadership.

Schedule B, version 1.0. Governed by the [Services Agreement](#). Your Order Form states your tier and fee and cites the schedule version that applies to you.

B1. Overview

The Website Audit is a fixed-scope, fixed-fee assessment of one website (the “Site”) identified on the Order Form, combining an automated full-site crawl with expert manual review of the Site's key templates and user flows.

B2. Deliverables

- **Automated crawl report** covering the Site up to the page cap of the purchased tier (B3): broken links and errors, redirect chains, performance metrics on sampled pages, accessibility scan results, metadata/SEO hygiene, and mixed-content/security-header findings.

- **Manual expert review** of up to the number of Templates and Key Flows in the purchased tier. A “Template” is a distinct page layout (e.g., homepage, article page, event listing, staff directory); a “Key Flow” is a multi-step user journey (e.g., contact submission, membership signup, donation, search).
- **Findings report** with prioritized recommendations (severity, effort, and suggested sequencing) and an executive summary suitable for boards and leadership.
- **Walkthrough call** (up to 60 minutes) and one (1) round of written follow-up questions/revisions to the report within thirty (30) days of delivery.

B3. Tiers and caps

	TIER 1	TIER 2	TIER 3
PAGES CRAWLED (UP TO)	1,000	10,000	100,000
TEMPLATES + KEY FLOWS MANUALLY REVIEWED (UP TO)	10	20	30

Page counting. A “page” is a unique crawlable URL after normalization (excluding duplicate URLs that differ only by tracking parameters). If the Site exceeds the tier’s page cap, the crawl covers a representative sample up to the cap, and the report states what was sampled and what was excluded: coverage limits are always disclosed, never silent.

Single-page applications. For client-side-rendered sites or sections (SPAs), a “page” means a unique route/view. Because JavaScript-rendered crawling requires substantially more effort, SPA sites or sections are quoted on the Order Form (typically as a surcharge or a custom tier) rather than covered by the standard tiers.

Selection. LFW selects the Templates and Key Flows for manual review based on traffic and importance, subject to Client’s input; Client may designate must-include items up to half the cap.

One Site per audit. Additional domains, subdomains with distinct sites, or language editions with distinct structures are separate audits or separate line items on the Order Form.

B4. Timeline and process

- Client provides access (analytics, CMS read access if applicable, staging if relevant) within five (5) business days of the Order Form.
- LFW delivers the findings report within the timeframe on the Order Form (typically 3–4 weeks from access, depending on tier).
- The audit is an assessment only; implementation of recommendations is separate (typically via the [Web Operations Retainer](#) or a Project).

B5. Limits

- The audit is a point-in-time review based on the Site as crawled and the information available to LFW; it is not a guarantee that all defects, vulnerabilities, or compliance issues will be found.
- The audit is not a penetration test, a formal security audit, a code audit, or a legal compliance certification (including WCAG/ADA or privacy-law certification). Findings may flag risks in these areas for follow-up by appropriate specialists.
- Fees for the audit are due as stated on the Order Form and are not contingent on the nature or number of findings.