



STRATEGIC BUSINESS DEVELOPMENT | WEBSITE MODERNIZATION | CRM SYSTEMS

WEBSITE MODERNIZATION ENGAGEMENT MEMORANDUM

Authorization for Implementation of Approved Modernization Initiative

PREPARED BY
DARLING PROJECTS

CLASSIFICATION
CLIENT AUTHORIZATION

DATE
JUNE 2026

EXECUTIVE SUMMARY

This memorandum authorizes Darling Projects to implement the approved website modernization initiative. The objective is to improve website presentation, visitor confidence, mobile usability, and technical performance while preserving existing domain ownership, email services, and day-to-day business operations.

MODERNIZATION OBJECTIVE

Deliver a modern, secure, and high-performance website infrastructure that strengthens first impressions, improves mobile experience, supports search visibility, and ensures reliable global delivery while maintaining existing business operations and digital assets.

APPROVED MODERNIZATION PACKAGE

DELIVERABLE	INCLUDED
Modern Website Deployment	✓
Mobile Optimization	✓
Contact Form Implementation	✓
Technical SEO Baseline	✓
DNS Launch Assistance	✓
Post-Launch Validation	✓

INVESTMENT

\$495
FLAT FEE

NO HOURLY BILLING.
NO DISCOVERY FEES.
NO LONG-TERM CONTRACTS.

CUSTOMER ACKNOWLEDGEMENT

- ✓ Domain Ownership remains unchanged.
- ✓ Microsoft 365 / Google Workspace Email remains unchanged.
- ✓ Customer Data remains unchanged.
- ✓ Business Operations remain unchanged.
- ✓ Brand Assets remain unchanged.
- ✓ Production Launch requires customer approval.
- ✓ Payment is due upon approval and prior to launch.

AUTHORIZATION

By signing below, the customer authorizes Darling Projects to proceed with the implementation of the approved website modernization package as outlined in this memorandum.

CUSTOMER SIGNATURE

DATE

PRINTED NAME

TITLE

DARLING PROJECTS REPRESENTATIVE

DATE