

# Welcome to Your Project Onboarding

Dear [Client's Name],

Thank you for choosing me for your web development project. I am excited to work with you to bring your vision to life. Below are the important details for our onboarding process:

## Project Overview

Project Name: [Project Name]

Description: [Brief description of the project]

## Key Milestones

- Initial Design Concepts: [Date]
- Development Phase: [Date]
- Testing and Feedback: [Date]
- Final Delivery: [Date]

## Communication Plan

We will use [Preferred Communication Tool] for updates and discussions. Weekly check-ins will occur every [Day] at [Time].

## Payment Details

Total Project Fee: [Total Fee]

Payment Schedule: [Details of payment schedule]

## Next Steps

Please review the details above and confirm your acceptance. If you have any questions, feel free to reach out.

Looking forward to a successful collaboration!

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio]