

Dealing with Scope Creep

Option A (Assumes you believe the additional scope is work you want to do and would benefit the client)

Dear (client name),

I am so excited about the work we are doing on _____ (work you are doing together.). I am particularly happy about _____ (name an outcome of the work.). I love the ideas you have to _____ (describe scope creep.)

If we included _____ (describe scope creep), I do believe you would benefit in this way _____ (describe benefit).

_____ (describe scope creep) wasn't included in our original project/contract/agreement. Would you like me to give you a revised quote based on this additional scope of work?

Sincerely,

(your name)

20 HOUR
WORK WEEK SYSTEM

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Option B (If you will not work on the additional scope)

Dear (client name),

I am so excited about the work we are doing on _____ (work you are doing together.). I am particularly happy about _____ (name an outcome of the work.). I love the ideas you have to _____ (describe scope creep.)

Although this is not within the scope of what I handle because _____ (give reason why you won't handle the work), I can recommend someone who does handle this. Please let me know if you'd like that referral!

Sincerely,

(your name)

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