

The 2-Minute Scope Agreement

Three small moves that stop “wasn’t that included?” before it starts.

Scope creep usually isn’t a contract problem — it’s a “**we never wrote it down because it felt awkward**” problem.

Here’s the two-minute habit that fixes most of it. No lawyer required — steal it.

1**Recap the scope**

Right after the kickoff, write it back in plain language — deliverables, revisions, deadline, price.

2**Get an explicit yes**

Ask them to confirm. Silence isn’t agreement — an explicit “yes” is.

3**Name every change**

When something new comes up, flag it as a change instead of quietly absorbing it.

YOUR SCOPE — FILL THIS IN**DELIVERABLES**

REVISION ROUNDS INCLUDED

DELIVERY DEADLINE

TOTAL PRICE & PAYMENT TERMS

MESSAGE 1 — THE RECAP & YES

COPY & SEND

“Quick recap so we’re on the same page: **[deliverables]**, **[X revision rounds]**, delivery by **[date]**, **[price + terms]**. If that matches your understanding, just reply ‘yes’ and I’ll get started.”

MESSAGE 2 — WHEN THE SCOPE CHANGES

COPY & SEND

“Happy to do that! Heads up that it’s a bit beyond what we scoped, so it’d add **[time / cost]**. Want me to go ahead?”

Tired of doing this in scattered email threads? **Shakeon** turns it into a one-click confirmation your client can’t misremember — timestamped, no account needed, free for your first project. shakeon.io