Small Business Websites and Automation Business Working Workbook

Work, Money & Place | Local review edition v2 | November 21, 2026

Editable blank forms come first. Completed fictional examples follow in a separate section. Make a copy of the blank master for your own business; case examples do not supply actual permissions, skill evidence or demand.

Each form is linked to the lessons that use it. Type in the blank response paragraphs, or print and write by hand. The complete course contains the full technical methods and reasoned exercise answers.

Stock scans all eight own-business slots, including opening units and rows after a gap. Confirm the number of filled rows in Stock C23. A mismatch or partial row withholds totals J34 and K34; zero is valid only when no rows are filled. Complete every required zero in a used row.

Your order C19 is only the actual fee withheld from service receipts. It cannot exceed those receipts. Record a genuine additional processor bank debit paid in C47 with its reason, date and statement reference in C48; confirm 0 when none. It is included once in management cost and linked Cash49. Unknown or unreconciled fee data blocks a successful result.

Blank working forms

F01 Narrow service and readiness boundary

Define the offer and its current evidence

Lessons: L01, L16. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Visitor task

One person’s concrete task
Response _____

_____

Starter and full service

Distinguish the optional prototype from live delivery
Response _____

_____

Included scope

Count pages, workflow and revision allowance
Response _____

_____

Excluded scope/data

Name exclusions before sales
Response _____

_____

Readiness status

Cite your real demonstration and missing evidence
Response _____

_____

F02 Two week demand and acquisition record

Track one matching population and a stop-before-purchase decision

Lessons: L02. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Profile/service description

Use the complete profile from L02, adjusted truthfully
Response _____

_____

Permission and messages

Record channel consent; keep unsent examples separate
Response _____

_____

Two week activity

Count owner work across preparation, contact, demonstrations and review
Response _____

_____

Paid channel population

Use the same dates/channel for costs and outcomes
Response _____

_____

Independent calculation

Cash plus owner value; undefined CAC if zero bookings
Response _____

_____

Stop/continue

Demand, permission, delivery and contribution before buying
Response _____

_____

F03 Discovery data and ownership map

Record decisions and permitted access

Lessons: L03. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Decision maker and task

Who can approve the business facts and scope?
Response _____

_____

Data route

List every copy, purpose and access owner
Response _____

_____

Minimal fields and forbidden content

Purpose and exclusions for each field
Response _____

_____

Ownership/recovery

Client account control and minimum contractor role
Response _____

_____

Retention/incident/operations

Actual approved policy and responsible person
Response _____

_____

F04 Content and page inventory

Tie visible facts/assets to approvals and acceptance

Lessons: L04. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Home

Visitor questions and approved facts
Response _____

_____

Services

Scope and limits in plain language
Response _____

_____

Contact

Fields, response and alternative
Response _____

_____

Asset rights and approval

Source, rights holder, date, page
Response _____

_____

Acceptance and missing items

Observable checks and dependency owner
Response _____

_____

F05 Local project and route inventory

Record files, private boundaries and restore evidence

Lessons: L05. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Version and start/stop

Use supplied README; local only
Response _____

_____

Public routes

Expected named pages/assets
Response _____

_____

Private paths

Prove they cannot be fetched
Response _____

_____

Change/restore

One controlled edit and observed recovery
Response _____

_____

F06 Form interface contract

Connect visible labels, payloads and truthful messages

Lessons: L06. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Fields

Label, id, name, type and bounds
Response _____

_____

Submission

Method, action and encoding
Response _____

_____

Success/error copy

State exactly what has been proved
Response _____

_____

Keyboard and output

Observed label/focus/error behavior
Response _____

_____

F07 Receiving and saving contract

Trace one request to durable local owner review

Lessons: L07. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Decode/validation

Permitted names, blank handling and bounds
Response _____

_____

Duplicate rule

Same identifier with same/different normalized content
Response _____

_____

Save sequence

Private destination and success order
Response _____

_____

Owner review

Exact record and no email assumption
Response _____

_____

F08 Inquiry and usability test evidence

Keep expected values separate from actual observations

Lessons: L08, L09. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Run identity/reset

Date, version, fixture, start count
Response _____

_____

T01 T06

Request/status/new records
Response _____

_____

T07 T12

Retry/conflict/escaping/privacy and ordinary request
Response _____

_____

Independent totals

Unique saved and owner-reviewed; email count
Response _____

_____

Usability/accessibility defect

Page, steps, expected, observed, severity, owner, retest
Response _____

_____

F09 Whole cycle estimate and economics

Measure scope/time before selecting a price

Lessons: L10, L16. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Timeline

Use all17 stages from case; wholeminutes
Response _____

_____

Revenue/tax/fee

Distinguish gross receipt and service revenue
Response _____

_____

Cash versus allocations

Do not pay a cost twice
Response _____

_____

Independent expected result

Arithmetic not a market forecast
Response _____

_____

Actuals and baseline

Keep static accepted values and real evidence distinct
Response _____

_____

Optional tax stress

Hypothetical8%, not an Oregon rate
Response _____

_____

F10 Complete client estimate and confirmation

Use a concrete reviewable agreement

Lessons: L11. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Parties and dates

Replace with actual approved facts and reviewed terms
Response _____

_____

Included work and timing

Replace with actual approved facts and reviewed terms
Response _____

_____

Exclusions and account ownership

Replace with actual approved facts and reviewed terms
Response _____

_____

Price tax and payment

Replace with actual approved facts and reviewed terms
Response _____

_____

Changes cancellation corrections and follow up

Replace with actual approved facts and reviewed terms
Response _____

_____

Fictional approval and remaining conditions

Replace with actual approved facts and reviewed terms
Response _____

_____

F11 Scope correction and adverse outcome ledger

Approve new work and preserve the successful baseline

Lessons: L12. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Requested change

Trigger and classification
Response _____

_____

Approved alternative

Time, fee, price, tax and approval
Response _____

_____

Uncharged correction

Complete added work/cash
Response _____

_____

Adverse accepted result

Independent full economics
Response _____

_____

Full refund branch

No invented retained revenue or tax recovery
Response _____

_____

F12 Owner handoff and evidence gaps

Observe operation and keep unknowns visible

Lessons: L13, L16. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Delivered files

Editable source, documentation and actual evidence
Response _____

_____

Local owner task

Start/change/submit/find/stop/restore
Response _____

_____

Production inventory

Account owner, payer, recovery, roles, renewal
Response _____

_____

Acceptance/open gaps

Evidence, owner and deadline
Response _____

_____

F13 Conditional hosted deployment and acceptance

Record the managed route separately from the local lab

Lessons: L14, L15. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Authority/provider readiness

Client-owned account, terms, costs, roles and publication
Response _____

_____

Public output and form

Static files, form detection and receiver limits
Response _____

_____

DNS/TLS and release

Save old records; use project-specific settings
Response _____

_____

Notification

Allowed recipient and confirmation state
Response _____

_____

Hosted test rows

Record observed status rather than local codes
Response _____

_____

Acceptance evidence

Storage, email and human review are distinct
Response _____

_____

F14 Maintenance and closeout agreement

Price specific recurring work without implying unlimited support

Lessons: L15, L16. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Base follow up

Identify prototype or full CP-026 scope; recheck the functions already included and separate receiving, notification, owner review and recovery evidence.

Response _____

_____

Optional maintenance offer

Defined task, time, price and limits

Response _____

_____

Maintenance economics

Cash fee, owner allocation and margin

Response _____

_____

Operational duties

Review interval, retention, renewal, incident and exit

Response _____

_____

Final readiness

Real demonstrated, unresolved or out-of-scope status

Response _____

_____

Completed fictional examples

All people,measurements,evidence,approvals,account states and outcomes are fictional teaching examples. No actual deployment or learner readiness is established.

F01 Narrow service and readiness boundary

Define the offer and its current evidence

Lessons: L01, L16. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Visitor task

Fictional: understand residential exterior window cleaning, send a general inquiry and let Morgan review it.

Starter and full service

Fictional: optional three-page local prototype; full case adds client-owned static hosting, managed form storage and one owner email notification after independent gates.

Included scope

Fictional: Home, Services, Contact; one inquiry route; one approved image; one consolidated 90-minute content revision.

Excluded scope/data

Fictional: payments, bookings, uploads, accounts, sensitive/regulated data, custom hosted validation/idempotency, analytics, ranking promises and unpriced ongoing maintenance.

Readiness status

Fictional case only. Learner has no actual client approval, production access, deployment or mailbox evidence supplied. Local rehearsal and live gates must be demonstrated independently.

F02 Two week demand and acquisition record

Track one matching population and a stop-before-purchase decision

Lessons: L02. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Profile/service description

Fictional: Clear Path Web Studio prepares three-page prelaunch websites for small local service businesses; editable files, one owner-review inquiry demonstration, test record and handoff; live launch separately verified; no ranking/sales/compliance/payment promise.

Permission and messages

Fictional unsent: May I show you a ten-minute fictional demonstration and ask how you receive inquiries? No obligation; if not useful, I will leave it there. Follow-up after permission: Tuesday at 2 or Thursday at 10? Reply stop to end follow-up. Commercial email needs a real compliant sender/address/opt-out process.

Two week activity

Fictional: days 1–2 preparation 60 minutes; days 3–5 six permitted conversations 60; days 6–7 requested demonstrations 60; week-two permitted follow-ups 30 and logging/improvement 30. Total 240 owner minutes, including preparation.

Paid channel population

Fictional: $60 placement, 6 inquiries, 2 suitable estimate requests, 1 booking; no unrelated referral in denominator.

Independent calculation

Fictional: 240/60×$30=$120 owner value; full spend$180; cash CAC$60; full CAC$180; cash inquiry cost$10; full inquiry cost$30; 2/6 estimate conversion33.33%; 1/6 booking16.67%.

Stop/continue

Fictional: no further spend until at least one suitable request, verified channel terms, delivery readiness and contribution after full CAC are assessed. Zero-booking alternative: $180 economic campaign loss and CAC undefined.

F03 Discovery data and ownership map

Record decisions and permitted access

Lessons: L03. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Decision maker and task

Fictional: Morgan Lee, owner of Juniper Window Care; general residential exterior-cleaning inquiries, not emergency dispatch.

Data route

Fictional lab: browser→loopback server→private inbox.jsonl→owner review. Live alternative: browser→managed Forms store→owner mailbox→manual task. Production logs, exports and backups inventoried separately.

Minimal fields and forbidden content

Fictional: name for greeting, email for reply, 10–1000-character non-sensitive message for service context. No passwords, cards, files or regulated records.

Ownership/recovery

Fictional full case assumes Morgan owns host, domain, DNS and mailbox; client pays renewals directly; Casey gets documented limited access removed after handoff. No actual account exists here.

Retention/incident/operations

Fictional lab records deleted after evidence report. Live policy must reflect actual client needs, applicable duties and all provider/mailbox/export copies. Morgan reviews at9a.m.businessdays; incident contact and fallback documented before launch.

F04 Content and page inventory

Tie visible facts/assets to approvals and acceptance

Lessons: L04. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Home

Fictional: business name, residential exterior-cleaning focus, owner-approved service area, Services/Contact links, one authorized image.

Services

Fictional: ordinary service description; access/condition/price confirmed manually; no invented insurance, license, emergency response or testimonial.

Contact

Fictional: name, email, message; no sensitive details; lab saved-for-owner-review wording; phone202-555-0104 is an illustration only.

Asset rights and approval

Fictional: original teaching illustration; real client image needs rights evidence and owner approval; content due2026-11-24.

Acceptance and missing items

Fictional: 3 working routes, unique titles, facts match approval, useful image alt, inquiry action works; missing copy delays dependent review, not silently replaced.

F05 Local project and route inventory

Record files, private boundaries and restore evidence

Lessons: L05. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Version and start/stop

Fictional: clean specimen copy; record exact version/hash, start command, printed127.0.0.1URL and stop method; no public interface or real data.

Public routes

Fictional: Home, Services, Contact, receipt, stylesheet, original image; unknown route404. Exact route names match specimen README.

Private paths

Fictional: inbox.jsonl, tests, server source and business records outside public output; GET/inbox.jsonl expected404.

Change/restore

Fictional: change Home sentence; reload; break/restore Services link in a copy; restore clean version; repeat navigation and inquiry checks.

F06 Form interface contract

Connect visible labels, payloads and truthful messages

Lessons: L06. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Fields

Fictional lab: name required1–80; email required≤254 syntax only; message required10–1000; hiddenrequest_id supplied by server. Labels remain visible.

Submission

Fictional local lab: POST /inquiry; application/x-www-form-urlencoded; maximum body 8,192 bytes; no files. The hosted alternative has a separately documented managed contract.

Success/error copy

Fictional lab success: Saved for owner review. This local demonstration sends no email and confirms no booking. Failure: Request not confirmed saved; retry or use approved alternative.

Keyboard and output

Fictional expected: labels select controls; Tab order logical; Submit reachable; error explains correction; echoed angle brackets escaped. Learner records actual evidence.

F07 Receiving and saving contract

Trace one request to durable local owner review

Lessons: L07. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Decode/validation

Fictional local contract: allow exactly name, email, message and request_id. Reject duplicate and unknown keys; preserve blank values for validation; trim outer whitespace; enforce the stated required fields and bounds. Never execute message content.

Duplicate rule

Fictional local rule: same identifier and same normalized content returns 303 with no new record. Same identifier with changed content returns 409 without overwrite. The selected hosted Forms route does not inherit this rule.

Save sequence

Fictional local sequence: encode one JSON object plus newline; append to private inbox.jsonl; flush; fsync; then return 303. A write error returns 503 and no success claim. This single-process teaching file is not a production database.

Owner review

Fictional owner review: find DEMO-001, Avery Test, avery@example.invalid, and “Please explain your ordinary exterior cleaning service.” Compare the saved text with the submitted request. Real emails sent: zero. DEMO-001 belongs to the automated fixture. A manual browser submission uses the form’s fresh generated identifier; match its exact submitted text in the inbox and record that actual identifier.

F08 Inquiry and usability test evidence

Keep expected values separate from actual observations

Lessons: L08, L09. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Run identity/reset

Fictional expected run starts with zero records. Record actual date, specimen version, fixture path and initial count separately. Reset only the permitted fictional test folder.

T01 T06

Fictional expected: T01 valid, 303, one new record; T02 empty email, 422, zero; T03 bad email, 422, zero; T04 oversized body, 413, zero; T05 wrong content type, 415, zero; T06 test-only sink failure, 503, zero.

T07 T12

Fictional expected: T07 same identifier and payload, 303, zero new records; T08 changed payload under existing identifier, 409, zero; T09 script-looking text, 303, one new record and escaped output; T10 unknown route, 404, zero; T11 private inbox path, 404, zero; T12 ordinary request, 303, one new record.

Independent totals

Fictional independent totals: three unique records, DEMO-001, DEMO-009 and DEMO-012; owner finds all three; zero real emails. The final receipt GET status 200 is distinct from the initial POST status 303.

Usability/accessibility defect

Fictional expected checks: approximately 360 and 1,280 CSS pixel layouts, 200% zoom, keyboard operation, labels, errors, titles, headings and image alternatives. Record actual defects, retests and unperformed checks. This is a preliminary accessibility review.

F09 Whole cycle estimate and economics

Measure scope/time before selecting a price

Lessons: L10, L16. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Timeline

Fictional baseline dated November 23, 2026: first thirteen stages total 1,500 minutes; hosted adaptation 120, DNS/TLS 120, hosted acceptance/rollback 180 and live owner handoff 180 add 600; total 2,100 minutes, 35 hours. Three unused business days are calendar buffer, not owner labor.

Revenue/tax/fee

Fictional Oregon case: $1,800 service, $0 modeled general sales tax, $1,800 invoice, one payment and a fictional 3% plus $0.30 fee of $54.30. Verify real jurisdiction facts; no actual processor has been selected.

Cash versus allocations

Fictional: job cash $45; no stock or vehicle cost; equipment allocation $30; overhead $72, comprising $48 existing software allocation and $24 administration; owner value $1,050; reserve $90 as a cash designation. Client pays production accounts directly.

Independent expected result

Fictional expected: management cost $1,251.30; profit before reserve $548.70; after reserve $458.70. Opening cash $900 becomes $2,600.70 with no draw. After the matching $180 campaign, $368.70 remains before reserve and $278.70 after reserve.

Actuals and baseline

Fictional accepted baseline: price $1,800, owner minutes 2,100, total management cost $1,251.30. Keep dated baseline static; enter actual minutes, receipts, fees and expenses separately. A true zero is valid.

Optional tax stress

Hypothetical arithmetic stress only, not an Oregon rate: at 8%, tax $144, gross $1,944, fee $58.62, management cost $1,255.62, profit $544.38, after reserve $454.38, closing cash after $144 remittance $2,596.38.

F10 Complete client estimate and confirmation

Use a concrete reviewable agreement

Lessons: L11. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Parties and dates

FICTIONAL ESTIMATE AND CONFIRMATION CP-026. Sender: Casey Rowan, Clear Path Web Studio, Salem, Oregon; casey@clearpath.example.invalid. Customer: Morgan Lee, Juniper Window Care, Salem, Oregon; morgan@juniper.example.invalid. Issued November 23, 2026; valid through November 30, 2026. Content is due November 24; prototype review is December 1; conditional live acceptance and handoff are December 4; scheduled follow-up is December 11. These dates and contacts are teaching examples, not real bookings.

Included work and timing

Included: Home, Services and Contact pages; owner-approved copy and one image with rights evidence; a local fictional-data lab; a separately adapted static Netlify Forms receiving store and one owner email notification; client-owned domain, DNS and TLS work within verified competence; local and hosted test ledgers; one consolidated content revision of up to 90 minutes; a rollback rehearsal; editable files; 120 minutes of local handoff plus 180 minutes of live handoff; and 60 minutes of used follow-up. The base owner timeline is 2,100 minutes. The full live stage depends on actual client authority, suitable documented provider terms, ownership and access, recipient confirmation, correct DNS and TLS, and end-to-end acceptance.

Exclusions and account ownership

Excluded: domain, hosting and mailbox purchases and renewals; card collection; booking; visitor accounts; uploads; sensitive or regulated records; automatic visitor replies; custom hosted server validation or idempotency; analytics; ranking or sales promises; and continuing maintenance. The client owns and directly pays for production accounts. Casey uses limited authorized access and removes it after owner operation is verified. No shared passwords are requested.

Price tax and payment

Price: $1,800 for service, plus $0 modeled Oregon general sales tax, for a total of $1,800. Both fictional parties and delivery are in Oregon, with no other-state nexus or special tax assumed. Verify actual obligations before a real invoice. One payment is due December 4 after accepted live handoff; no deposit is required. The fictional processing cost of 3% plus $0.30 belongs to the provider and is not an extra customer charge.

Changes cancellation corrections and follow up

Changes require written approval of the scope, price and date effect before work; emergency pages and booking remain excluded. Cancellation before work has no fee. After an authorized start, charge only for documented completed stages up to the $1,800 service cap, deliver the paid work, and credit any prepaid unearned amount. These invented terms require review for the actual facts and jurisdiction. A reproducible departure from the agreed scope reported within seven days of handoff is corrected without an added service charge. New features and later third-party changes require a separate estimate. Follow-up includes one scheduled 60-minute check and report on December 11, with no continuous monitoring.

Fictional approval and remaining conditions

Fictional approval status: Morgan approved CP-026 on November 23 for the full conditional scope, then approved publication and one owner notification on December 3 after prototype review. The case separately assumes client-owned accounts, domain control, recipient confirmation and hosted acceptance evidence. These fictional approvals establish no real permission, account, publication, test, email delivery, purchase or learner readiness.

F11 Scope correction and adverse outcome ledger

Approve new work and preserve the successful baseline

Lessons: L12. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Requested change

Fictional request: emergency-service page and automatic booking. Both are outside scope and declined. A small ordinary FAQ section is offered as a separate alternative.

Approved alternative

Fictional approved FAQ alternative: 120 extra minutes; $180 service, $0 tax, $180 gross; a second payment fee of $5.70; $60 added owner value; $114.30 incremental contribution. Changed project: $1,980 revenue, 2,220 minutes, $60 total fees, $1,317 cost, $663 profit and $573 after the $90 reserve. Written approval precedes work.

Uncharged correction

Fictional correction branch: diagnosis 60, correction 90, retest 60 and explanation 30 add 240 minutes. An extra independent retest costs $20. Full project becomes 2,340 minutes, $65 cash job cost and $1,170 owner value; price remains $1,800.

Adverse accepted result

Fictional adverse acceptance: cost $1,391.30, profit $408.70, after reserve $318.70 and closing cash $2,580.70. After matching campaign cost $180, $228.70 remains before reserve and $138.70 after reserve.

Full refund branch

Fictional full refund branch: refund $1,800; original $54.30 processing fee retained; no extra refund fee; net revenue and sales tax zero; economic loss $1,391.30; management remainder after a $90 designation negative $1,481.30; cash $780.70.

F12 Owner handoff and evidence gaps

Observe operation and keep unknowns visible

Lessons: L13, L16. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Delivered files

Fictional pack: editable pages, stylesheet, original image, local server, README, test fixtures and actual report, content approval, scope/change records and separate private inbox instructions. All lab data are fictional.

Local owner task

Fictional expected owner task: start a clean copy, change one approved sentence, submit and find a fictional request, stop the server and restore the clean version without prompts. Record actual help needed. No public availability or email is claimed by the lab.

Production inventory

Fictional full case assumes Morgan owns and directly pays for hosting, domain/DNS and mailbox; Casey receives limited documented access and removes it after owner operation is demonstrated. No actual account, role or terms are established.

Acceptance/open gaps

Fictional boundary: a local pass does not close hosted gaps. A real full project needs F13 evidence for DNS/TLS, receiving, mailbox delivery and rollback, plus F14 operating responsibilities. Required unresolved functions block full acceptance.

F13 Conditional hosted deployment and acceptance

Record the managed route separately from the local lab

Lessons: L14, L15. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Authority/provider readiness

Fictional assumptions only: client owns and pays production accounts, confirms current plan/data terms and supported roles, and gives explicit publication/notification approval on December 3. No actual setup occurs in this course.

Public output and form

Fictional hosted route: upload only public HTML, CSS, authorized image and receipt. Use a named POST form with data-netlify="true"; enable detection, deploy, and inspect the detected form. Local Python status codes and duplicate handling do not transfer.

DNS/TLS and release

Fictional plan: add the owned domain, use its Pending DNS verification values, preserve existing mail records, verify HTTPS and hostnames, and record current and known-good deploy identifiers. No actual domain or public URL is invented.

Notification

Fictional plan: one owner email notification through Forms → Submission notifications. Use an active team-member address or a confirmed outside address where available. Pending confirmation does not establish notification readiness.

Hosted test rows

Fictional hosted cases: H01 ordinary record/mailbox/owner review; H02 malformed browser input; H03 spam review; H04 notification unobserved but stored-record review fallback; H05 duplicate-looking requests reconciled manually; H06 private files inaccessible; H07 rollback and fresh complete inquiry test. Record actual behavior rather than importing local HTTP expectations.

Acceptance evidence

Fictional H01 expected evidence: one matching managed record, one matching message in the approved mailbox and one owner review. Actual evidence stays blank until permitted live work. Export, deletion/retention and contractor access removal have separate records.

F14 Maintenance and closeout agreement

Price specific recurring work without implying unlimited support

Lessons: L15, L16. Reusable blank fields: replace every fictional example with your own permitted evidence. Example values do not establish readiness, permission, demand or a real client agreement.

Base follow up

Fictional full CP-026 follow-up on December 11: 30 minutes with Morgan plus 30 minutes to report, already included in 2,100 minutes. Recheck the running managed form, Morgan’s approved access, one matching owner notification and the dashboard-review/escalation route if email fails. Correct an included regression without adding a new service charge. The local prototype has its own smaller local-only check with zero real emails. Backup/reset/closure 30 minutes is separately counted in the full baseline.

Optional maintenance offer

Fictional unsold maintenance option: $90 a month for one scheduled 60-minute content, links, form and notification review with report. No continuous monitoring, unlimited revisions, new features or provider renewals. Review unused-allowance and termination terms before any real contract.

Maintenance economics

Fictional maintenance economics: revenue $90; one 3% plus $0.30 fee $3; owner value $30; overhead allocation $6; cash job cost $0; remainder $51 before reserve. Client directly pays provider subscriptions.

Operational duties

Fictional duties: Morgan reviews dashboard/mailbox at 9 a.m. on business days and escalates missing notifications; approved retention covers all copies; client owns renewals and recovery; exit covers export/deletion and removal of contractor access.

Final readiness

Fictional case is not actual readiness. A real learner supplies local tests and business evidence; full delivery also needs actual hosted DNS/TLS, storage, notification, rollback and owner-operation evidence.

Working inquiry lab quick guide

Run the working inquiry lab

Use this separate local exercise to follow one fictional inquiry from an ordinary browser to the private owner inbox. The course viewer and lab use separate local servers.

Use an extracted writable copy of the review archive and Python 3.10 or newer already available. No extra packages or installation are performed by the specimen.

Use only invented names, example.invalid email addresses and a non-sensitive unique message. Keep the receiver's Host/Origin safeguards unchanged.

Find the complete folder

From the review index, obtain the Website course review ZIP, or use an already extracted combined package. Find practice-lab with START_PRACTICE_LAB.py, REVIEW_OWNER_INBOX.py, QUICK_START.txt and the full README. Do not open contact.html directly.

Start the receiver

Open a terminal in practice-lab and keep it open. The starter chooses an unused loopback port and prints the exact address. On Windows an existing py -3 command may be used instead of python3.

```
python3 START_PRACTICE_LAB.py
```

Submit once in an ordinary browser

Open the printed 127.0.0.1 address in an ordinary browser. Choose Contact. Enter Avery Practice, avery@example.invalid and a unique fictional message such as "Practice follow-up WMP-EXAMPLE: please explain ordinary window cleaning." Submit once and observe Saved for owner review. This confirms no email or booking. The form generates its own fresh identifier; DEMO-001 is reserved for the automated fixture.

Find the same private record

From a second terminal in the same folder, run the reviewer. Match the exact name, email and unique message, and record the generated ID and saved status. Compare the count before and after; a confirmation page alone is insufficient.

```
python3 REVIEW_OWNER_INBOX.py
```

Stop and record the limits

Return to the starter terminal and press Control+C. Record the observed URL, generated ID, message, confirmation and owner-review result in F07/F08. Keep fictional fixture evidence private. The local lab sends zero emails; it cannot establish the hosted notification or real client-owned access path.

One ordinary manual submission corresponds to one exact private record.

The displayed receipt and the independently found inbox record are different pieces of evidence.

A missing notification on the full hosted offer requires the agreed dashboard fallback and repair/retest; the local lab cannot prove email delivery.

If the embedded browser returns an origin rejection, use an ordinary browser at the exact printed address. Never disable or widen the receiver's protection. Actual native-browser UI observations and protocol-only tests are reported separately.