

Scope of Work

Suffhire New Website — Design & Development Quote Request

1. Project Overview

Suffhire, the plant hire, haulage and diesel maintenance division of Suffren Group, requires a new brand website. The site should follow the same structural pattern and quality benchmark as the existing Suffcon website, while reflecting Suffhire's own brand identity, service offer and fleet. We are seeking fixed-price quotes from web design/development agencies to design and build this site.

The reference site is for structure and pattern only, not final design: **suffcon.suffrengroup.com.au**. Domain for the new site: **suffhire.com.au**.

2. Scope of Works

The successful designer/developer will be responsible for:

- UX/UI design of all site pages, based on the approved sitemap (Section 3) and Suffhire brand guidelines.
- Responsive, mobile-first front-end build (desktop, tablet, mobile).
- CMS build so Suffhire staff can update text, images, fleet listings and job/careers postings without developer assistance.
- Integration of enquiry/contact forms, routed to Suffhire's nominated email address(es).
- Basic on-page SEO setup (meta titles/descriptions, header structure, image alt text, sitemap.xml, robots.txt).
- Google Analytics and Google Business Profile linkage.
- SSL certificate configuration and security best practice (padlock/HTTPS).
- Cross-browser testing and QA prior to launch.
- Migration/setup of the suffhire.com.au domain and hosting handover details.
- A period of post-launch support/warranty for bug fixes (specify duration in your quote).

3. Approved Sitemap

The site will have five primary navigation items.

Nav Page	Sub-content
Our Services	Mechanical & Maintenance
	Wet & Dry Hire
	Logistics & Haulage
Our Fleet	Fleet Listing
	For Sale
Our Story	Leadership Team
	Our Workforce

	Trusted By
Careers	Current Vacancies
Contact Us	Enquiry Form

4. Content & Assets

Provided by Suffhire:

- Suffhire logo suite and brand colour palette.
- Written copy for each page (currently being compiled via an internal content-gathering process, section by section).
- Photography for fleet, sites, people and services (existing images plus any new photography Suffhire arranges).
- Fleet and service listing data (categories, specs, capacities).
- Careers/vacancy content as required at launch.

5. Technical Requirements

- Content management system that a non-technical staff member can use for ongoing edits.
- Hosting recommendation included in the quote, with indicative ongoing hosting cost (annual or monthly).
- Domain suffhire.com.au to be connected/migrated as part of the build.
- Site performance optimised for fast load times on mobile connections (regional QLD users, some with limited bandwidth).
- Accessibility considered in design (readable contrast, alt text, sensible heading structure).

6. What to Include in Your Quote

- Itemised fixed price covering design, build, CMS setup, testing and launch.
- Ongoing/recurring costs: hosting, domain renewal, maintenance or support retainer (if offered).
- Estimated project timeline from kick-off to launch, including key milestones (design sign-off, dev build, content load, QA, go-live).
- Payment terms/milestones.
- Examples of at least two comparable websites you have designed and built, ideally in construction, trades, plant hire or industrial services.
- Confirmation of post-launch support/warranty period and what it covers.

7. Indicative Timeline

Milestone	Target
Quotes due	Thursday 23 July 2026, midnight AEST
Designer/developer selected	[Insert date]
Kick-off & content handover	[Insert date]
Design concept sign-off	[Insert date]

Site build & QA	[Insert date]
Go-live	[Insert date]