Growthly.

Corporation Systems

Service documentation

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Agency collaboration guide

A working framework for restaurant website projects with Growthly.

Who it is for

Marketing agencies, design studios, consultancies and professionals who support restaurants or cafés and want to include a website and digital menu in their proposal.

You can present a specific project or describe the type of demand you receive. The first conversation is used to assess the fit, scope and coordination.

Client relationship and white-label work

The agency retains its commercial relationship with the client. Before work begins, the parties define who gathers content, communicates changes and approves the final version.

White-label presentation, deliverables and communications are coordinated for each collaboration.

Responsibilities

The agency	Growthly
Identifies the restaurant's needs and manages the client relationship.	Prepares the proposal and development within the agreed scope.
Collects the menu, identity and authorised materials.	Organises the website and digital menu using the supplied materials.
Consolidates feedback and confirms who can approve the work.	Reviews presentation, links and information before publication.
Communicates the agreed scope and deliverables to the client.	Coordinates publication, support and minor adjustments under the engagement.

From an enquiry to a project

1. Present the agency and the project or type of collaboration sought.
2. Review the fit, available materials and coordination needed.
3. Define scope, responsibilities, deliverables and schedule.
4. Prepare the proposal, review the content and apply agreed adjustments.

5. Approve, publish and provide ongoing support under the engagement.

Opportunities and planning

We coordinate how opportunities are registered, each project is confirmed and a contact person is maintained throughout production.

The schedule, project markets and expected volume are reviewed when assessing the enquiry. The Restaurant Pack describes the product scope; extensions are specified in the relevant proposal.

The first conversation

We define a contact person and a channel for coordinating materials and reviews.

To begin, give a general introduction to your company and project. To request a meeting, include your preferred availability in the enquiry. The date and channel are confirmed later by email. Do not send passwords or your clients' personal data in the first contact.

Introduce an agency or request a meeting

Start a conversation

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