

FREELANCE PROPOSAL

Proposal No.: FP-0001

Date: [DD/MM/YYYY]

Valid until: [DD/MM/YYYY]

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

PREPARED BY

[Your Name]

[What you do, for example Brand Designer]

[Email] · [Phone]

[Portfolio link]

PREPARED FOR

[Client Name]

[Contact Name, Title]

[Company]

[Email]

About Me

[Two lines on who you are and the results you get for clients like this one.]

Your Goals

[What the client told you they want to achieve, in their words.]

My Approach

- [Step 1, for example discovery call and brief]
- [Step 2, for example first concepts]
- [Step 3, for example revisions and final files]

Deliverables

- [Deliverable 1]
- [Deliverable 2]
- Includes [2] rounds of revisions

Pricing Options

Pick one. A [50]% deposit books your project in.

Option	What is included	Price	Selected
[Option 1]	[What is included]	[0.00]	☐
[Option 2]	[What is included]	[0.00]	☐
[Option 3]	[What is included]	[0.00]	☐

Next Steps

- Tick an option and sign below.
- I send the contract and deposit invoice.
- We start on [date].

Acceptance

To go ahead, tick the option you want in the pricing table, then sign below. We will send the contract and first invoice within one business day.

ACCEPTED FOR THE CLIENT

Name: _____

Title: _____

Signature: _____

FREELANCER

Name: _____

Title: _____

Signature: _____

Date: _____

Date: _____