

FREELANCE PROJECT PROPOSAL TEMPLATE

MEETING YOUR NEEDS	
PROJECT OVERVIEW	
WHY PROJECT IS NECESSARY	
WHO WE ARE	
WHY WE'RE THE BEST FIT	
SCOPE OF WORK	
OUT OF SCOPE	
ACHIEVING YOUR GOALS	
DELIVERABLE 1	
DELIVERABLE 2	
DELIVERABLE 3	
DELIVERABLE 4	

MEASUREMENTS OF SUCCESS

QUANTIFIABLE
RESULT 1

QUANTIFIABLE
RESULT 2

QUANTIFIABLE
RESULT 3

QUANTIFIABLE
RESULT 4

TIMELINE	
PHASE 1	
	EXPECTED START DATE
	EXPECTED DATE OF COMPLETION
PHASE 2	
	EXPECTED START DATE
	EXPECTED DATE OF COMPLETION
PHASE 3	
	EXPECTED START DATE
	EXPECTED DATE OF COMPLETION
PHASE 4	
	EXPECTED START DATE
	EXPECTED DATE OF COMPLETION
PROJECT ANALYSIS UPON COMPLETION	
	EXPECTED START DATE
	EXPECTED DATE OF COMPLETION

BREAKDOWN OF COSTS		
ITEM	DESCRIPTION	COST
SUBTOTAL		
TAX		
GRAND TOTAL		

HOW TO PROCEED

- 1) ACCEPT PROPOSAL AS IS
- 2) -OR- DISCUSS CHANGES / REQUEST REVISIONS
- 3) FINALIZE CONTRACT
- 4) SIGN CONTRACT
- 5) MAKE ANY REQUIRED INITIAL PAYMENT

TERMS & CONDITIONS

AUTHORIZED
PREPARER SIGNATURE

PROPOSAL MAY BE WITHDRAWN
IF NOT ACCEPTED BY DATE OF

ACCEPTANCE OF PROPOSAL

Proposed costs, specifications, and conditions detailed above are accepted, and specified work is authorized to begin on the agreed upon date. Payment for services rendered will be made as specified.

AUTHORIZED
CLIENT SIGNATURE

DATE OF ACCEPTANCE

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