

FREELANCE JOB PROPOSAL TEMPLATE

COMPANY
LOGO

COMPANY NAME

PROPOSAL NAME

Proposal / Delivery / Date

PREPARED BY:
Preparer Name, Title
email address

PREPARED FOR:
Contact Name, Title
email address

MEETING YOUR NEEDS

PROJECT
OVERVIEW

WHY PROJECT
IS NECESSARY

WHO WE ARE

WHY WE'RE THE
BEST FIT

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
<ol style="list-style-type: none"> 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AUTHORIZED PREPARER SIGNATURE		PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF	
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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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Summary