**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**

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| **MEETING YOUR NEEDS** |
| **PROJECT OVERVIEW** |   |
| **WHY PROJECT IS NECESSARY** |   |
| **WHO WE ARE** |   |
| **WHY WE’RE THE BEST FIT** |   |

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| **ACHIEVING YOUR GOALS** |
| **DELIVERABLE 1** |  |
| **DELIVERABLE 2** |  |
| **DELIVERABLE 3** |   |
| **DELIVERABLE 4** |   |

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| **MEASUREMENTS OF SUCCESS** |
| **QUANTIFIABLE RESULT 1** |  |
| **QUANTIFIABLE RESULT 2** |  |
| **QUANTIFIABLE RESULT 3** |  |
| **QUANTIFIABLE RESULT 4** |  |

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| **TIMELINE** |
| **PHASE 1** |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
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| **PHASE 2** |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
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| **PHASE 3** |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
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| **PHASE 4** |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
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| **PROJECT ANALYSIS UPON COMPLETION** |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
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| **BREAKDOWN OF COSTS** |
| **ITEM** | **DESCRIPTION** | **COST** |
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| **SUBTOTAL** |  |
| **TAX** |  |
| **GRAND TOTAL** |  |

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| **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
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| **TERMS & CONDITIONS** |
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| **AUTHORIZED PREPARER SIGNATURE** |  | **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** |    |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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