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advice women can trust
Logo will not print with document

Proposal: Insert descriptive title for proposal

Client: _____ **Date:** _____

Item #1 (for example, website design)

Specify item name to Include the Following: $_____

- Line by line list of what is included in this item
- _____
- _____
- _____

Item #2 (for example, copy writing)

Specify item name to Include the Following: $_____

- _____
- _____
- _____
- _____

Notes:

- List any special requirements (i.e. - does the site have to be hosted on your company's server)
- Specify related services that the client may want, but that are not included in this proposal as being available for an additional fee upon request (for example, website maintenance and search engine optimization).

Total

Note: Estimate valid for 30 days only $_____

Terms:
Specify applicable payment terms (i.e., is it net 30; is a deposit required, etc.)

Accepted By:

Printed Name: _____ Signature: _____ Date:_____

I am authorized to accept this estimate on behalf of the client company. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.