

**Client name**  
Client address  
Zip Code / City  
VAT: XX-XXXXX

**Client no.:** 123456  
**Proposal no.:** 20XX/XX  
**Date:** DD.MM.YYY

### **Proposal for Services to be completed/Company name**

Dear [Client Name],

It was great to speak with you about your new project [project description].

Having all that we discussed yesterday in mind, please find below the budget I've estimated based on the scope of the services required.

If you have any questions about pricing or need to increase or decrease the scope of work, please just let me know.

I appreciate the opportunity to send you this proposal and I look forward to working with you!

Sincerely,

John Doe

**John Doe | Your address | VAT no.**

+123 – 111 222 333 | [john.doe@business.com](mailto:john.doe@business.com) | [www.johndoe.com](http://www.johndoe.com)

## ESTIMATE

Title/Description	Cost	Unit	Qty	Subtotal
<b>1. WordPress Web Design</b>  Start with mockups, 10 pages and site structure. Discussion to see if mockups need any edition, with the OK moving forward to the actual design.	\$50	/hr.	100	\$5,000
<b>2. Hosting and maintenance</b>  Ongoing technical support and hosting per e-mail and phone call.	\$100			\$100 (monthly)
<b>3. Task / Service title description</b>  Describe more precisely what the task is about and what it's included. Any special note can be included here.	\$/€/£			\$XXX
				<b>Subtotal \$5,000</b>
				Discount (X%) - <i>Optional</i> \$ 100
				VAT (X%) \$ 1,345
				<b>Total cost \$ 5,000</b>

## TIMEFRAME (Optional):

To complete the work outlined on the estimate, I'll need approximately 10 weeks, depending on how fast I receive feedback from you at each stage. I'm available to start immediately if you accept this proposal.

Stage	Week
Research	1-2
Draft mockups	3-4
Coding templates	5-6
WordPress Theme integration	7-8
Testing & deployment	9-10

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## **TERMS (Optional):**

### **Revisions:**

The project includes X hours of revision. I can charge added fees for any additional time needed at a rate of \$X/hour. I'll let you know if your time is ending and ask for permission to exceed the agreed timeframe.

### **Payment:**

Fees are due and payable on the following schedule:

- 20% upon agreement
- 80% upon final approval

I require the initial payment within **7 days** of agreeing to this project. The final payment will need to be paid within **14 days** of completing the project. For late payments, there is an additional X% per month in interest. For rush projects, the final price will increase 10%.

### **Validity:**

This proposal is only valid for **XX days** from the date on which it was sent.

### **More:**

Cancellation, confidentiality, etc.

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