

Freelance Proposal

Private and Confidential

Proposal Date

Prepared for

Address

Prepared by

Address

Email and Phone

1. Proposal Overview

Thank you for the opportunity to submit this proposal. This document outlines the freelance services proposed by _____ for _____. The purpose of this proposal is to define the scope of services, project expectations, deliverables, timeline, and pricing for the proposed engagement.

This proposal is intended to provide sufficient information for the Client to evaluate the proposed services and determine whether to proceed with the engagement.

2. Project Objectives

The Freelancer will provide services designed to achieve the following objectives:

-
-
-
-

The services will be performed in a professional manner consistent with industry standards and best practices applicable to the nature of the project.

3. Scope of Services

The Freelancer proposes to perform the following services:

Services may include research, planning, design, development, consulting, content creation, project management, technical support, or other professional activities as specifically described above.

Any services not expressly included in this proposal shall be considered outside the scope of work and may require a separate written agreement or approved change request.

4. Deliverables

The Freelancer shall provide the following deliverables:

Deliverable	Description	Estimated Delivery Date

Deliverables shall be deemed accepted unless the Client provides written feedback identifying material deficiencies within _____ business days following delivery.

5. Project Schedule

The anticipated project schedule is as follows:

Milestone	Target Date
Project Start	
First Draft/Initial Deliverable	
Review and Feedback Period	
Final Delivery	

The schedule is dependent upon timely communication, approvals, feedback, and access to information or materials required from the Client.

6. Client Responsibilities

To facilitate successful completion of the project, the Client agrees to:

- Provide accurate and complete information necessary for the services.
- Review submitted work and provide feedback within a reasonable timeframe.
- Designate an authorized representative to communicate project decisions and approvals.
- Provide access to systems, materials, documentation, or resources reasonably required for performance of the services.

Delays caused by the Client may result in corresponding adjustments to project timelines.

7. Fees and Compensation

The Client shall pay the Freelancer as follows:

Service or Deliverable	Fee

Total Proposed Fee:

Unless otherwise agreed in writing, all fees are stated in _____.

Additional work requested by the Client that falls outside the agreed scope may be billed at a rate of _____ per hour or according to a separately approved fee schedule.

8. Payment Terms

Invoices shall be issued according to the following schedule:

Payment Milestone	Amount
Initial Deposit	
Interim Payment	
Final Payment	

Payment shall be due within _____ days of the invoice date.

Late payments may result in suspension of services until outstanding balances are paid.

9. Revisions

The proposal includes up to _____ rounds of reasonable revisions related to the original project requirements.

Requests that materially alter the scope, objectives, or deliverables may be treated as additional services and may require revised pricing and scheduling.

10. Confidentiality

The Freelancer shall use reasonable efforts to protect confidential information received from the Client and shall not disclose such information to third parties except as required to perform the services or as required by law.

This obligation shall survive completion or termination of the project.

11. Intellectual Property

Upon full payment of all amounts due, ownership of the final approved deliverables shall transfer to the Client, except for any pre-existing intellectual property, tools, methodologies, templates, software, or materials owned by the Freelancer before the engagement.

The Freelancer retains ownership of all underlying know-how, techniques, processes, and pre-existing materials used in providing the services.

12. Proposal Validity

This proposal shall remain valid for acceptance until _____.

The Freelancer reserves the right to modify pricing, timelines, or availability if the proposal is accepted after the expiration date.

13. Non-Binding Nature of Proposal

This proposal is intended solely as a commercial offer and project outline.

Except for any confidentiality obligations expressly agreed by the parties in writing, this proposal does not create a binding obligation for either party to proceed with the project until a definitive agreement, statement of work, signed acceptance, or other mutually executed contract is completed.

14. Acceptance

By signing below, the Client acknowledges receipt and acceptance of this proposal and authorizes the Freelancer to proceed with preparation of the applicable engagement documentation and commencement of services as agreed by the parties.

Signatures

Freelancer

Client

Name

Name

Date

Date

Signature

Signature



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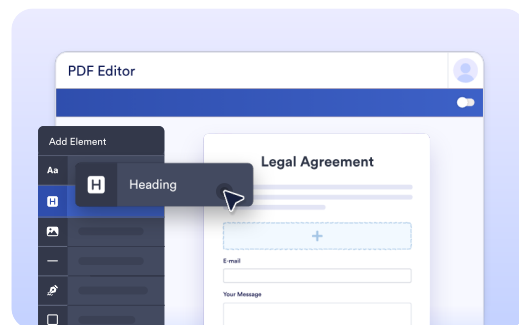
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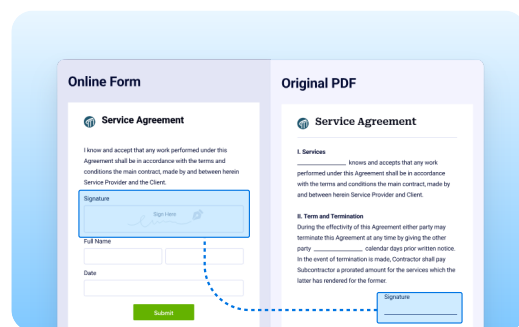
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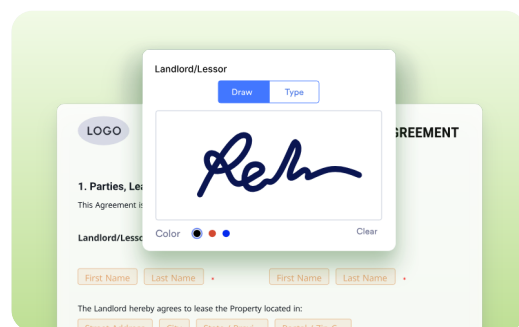
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