Your business name

PROPOSAL

Address

Phone / email

License #

No.

Date

Proposal valid until

PREPARED FOR

PROJECT / JOB SITE

OVERVIEW

SCOPE OF WORK

TIMELINE

DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
Discovery and content plan		job		
Design - homepage and 6 page templates		job		
Development and CMS setup		job		
Content migration		ea		
Training and launch support		job		

Payment terms

Notes

Subtotal

Sales tax (taxable lines only)

TOTAL (USD)

By signing below, the customer accepts this proposal, including the prices and terms above.

Signature

Printed name and title

Date