

Proposal and Acceptance

A project proposal that the client accepts by signing. Template v1.0.

From (the Provider): _____

Prepared for (the Client): _____

Project: _____

Date: _____

1. What the Client needs

2. Scope and deliverables

The Provider will deliver:

Work not described above is outside the scope and can be added by a written change.

3. Timeline

Timeline: _____

The timeline depends on the Client giving feedback, content and approvals on time.

4. Price and payment

Total price: _____

Payment schedule: _____

Taxes are added as the law requires. Each invoice is due within 14 days of its date.

5. Assumptions

The price and timeline assume:

6. Terms

(a) Changes to scope, timeline or price are valid only when both parties agree in writing.

- (b) Once the Client has paid in full, the Client owns the final deliverables made for it. The Provider keeps its own tools, know how and materials that existed before the project, and lets the Client use any that form part of the deliverables.
- (c) Each party keeps the other's confidential information private and uses it only for the project.
- (d) If the parties have signed a separate agreement for this work, that agreement wins wherever it conflicts with this proposal.

7. Validity and acceptance

This proposal is valid until: _____

By signing below, the Client accepts this proposal and asks the Provider to start the work on these terms. The person signing confirms they have authority to sign for the Client.

Client

Signature

Name

Date

Title