

YOUR COMPANY LOGO HERE

Offer from **COMPANY NAME HERE** to Client
Dated : **Insert the date here**

CLIENT CONTACT NAME HERE

YOUR NAME t/a COMPANY NAME

CLIENT COMPANY NAME
CLIENT COMPANY ADDRESS
CLIENT COMPANY TELEPHONE

**YOUR ADDRESS
YOUR TELEPHONE**

(“Client”)

(“Your Company Name”)

Client's Job Reference: **JOB NUMBER OR REFERENCE HERE**

The Job Consists of the following three elements:

1. Job Outline supplied by Client to Your Company Name via insert how the Job was supplied e.g. by email or telephone or in a meeting [insert date and time of email / telephone call / meeting]:

Outline the brief here - either as you understand it from the conversation you've had with the client or just copy and paste from an email or document supplied. You can also just provide a reference to the brief, if it's long document by just stating what the document is called, who supplied it to you, how they supplied it and when.

2. Detailed Job Breakdown proposed by Your Company to Client:

DESIGN INFO:

Insert your blurb here...

I often break a job down into stages -

Stage 1 would be the preliminary visuals which get signed off by the client

Stage 2 would be the initial build of a skeleton site - no copy, placeholder images etc

Stage 3 would be testing and validating

Stage 4 would be adding content, SEO, final accessibility checks etc

These stages can then relate to payment - so instead of getting paid in one lump sum at the end of a job, you can split the cost down according to stages and get paid throughout the project. This sometimes doesn't work as a project will last only one week, in that case I split the cost in 2 and the first payment is required up front and the second payment to required at completion. This is all outlined on the next page.

TECHNICAL INFO:

Insert your blurb here...

REQUIRED CLIENT ACTIONS:

- Insert what the client need to do - like sort out their domain name, send you images / logo files, write the copy etc
- basically put down everything you need the client to do in order for you to do the job successfully within the timescale provided - even supply dates by which files have to be sent. This covers your back when the deadline starts to slip because they haven't sent copy or images. If they've signed the contract, they've agreed to this element of it and so you can put pressure on them.

3. Agreed Milestone(s), Target Completion Date(s) (“TCD”) and Fee(s):

No VAT is payable on the Fee and no outlays in respect of the Job are payable unless stated below. Each Proportion of the Total Fee shall be payable upon achievement of the Milestone set next to it, as follows. Upon each Proportion of the Fee being payable, **Your Company** shall issue Client with an invoice in respect of that Proportion and each such invoice shall be payable by Client upon receipt.

Milestone(s)	TCD(s)	Proportion of Fee
Stage 1		
		£0.00
Proportion of Fee (Stage 1)	Insert Date	£0.00
Stage 2		
		£0.00
Proportion of Fee (Stage 2)	Insert Date	£0.00
Total Fee		£0.00

Your Company shall not disclose any of Client's confidential information concerning the Job to any third party without the prior permission of Client.

Please indicate Client's acceptance of this offer, which consists of these 4 pages, by signing, dating and completing the below schedule where indicated:

Authorised Signatory Signing for and on behalf of Client	Name of Signatory	Position held by Signatory
.....

Date of Signing by Signatory
for and behalf of Client

.....
.....

I've got a page count set up in this document so that the pages are counted and numbered in the bottom right corner...this number is somehow magically inserted above, I can't remember how it's done to be honest, but it's worth including the number of pages on the signature page as that way the client can't say 'oh, I only had 3 pages and so I didn't read that bit' if and when there is a dispute of any kind.

Also the name at the bottom left is dynamically generated as the 'author' of the document - not sure how I set that up either. I've used a 'footer' and got it to repeat on every page, so you only have to edit it once and the changes are reflected on every page - saves time and avoids mistakes.