

Project proposal: [Project name]

Client _____ Prepared by _____
Date _____ Valid until _____

Objectives

Deliverables

- ☐ [Deliverable 1]
- ☐ [Deliverable 2]
- ☐ [Deliverable 3]

Timeline

Phase	Activities	Milestone	Date
1. Discovery			
2. Design			
3. Build			
4. Launch & handover			

Pricing & payment schedule

Milestone	% of fee	Amount	Due
Signing	40		
Design approval	40		
Completion	20		

Assumptions & exclusions
