

FREELANCE SERVICE PROPOSAL

[Your Full Name]
[Your Email Address]
[Your Contact Number]
[City, Philippines]
[Date]

To: [Client's Full Name]
Company: [Company or Business Name]
Email: [Client's Email]

RE: Proposal for [Type of Service — e.g. Virtual Assistant Services, Social Media Management, Content Writing]

Dear [Client's Name],

Thank you for considering me for your [project or service needed]. I have carefully reviewed your requirements and I am pleased to present this proposal outlining how I can best support your business goals.

1. UNDERSTANDING YOUR NEEDS

Based on our conversation, I understand that your primary goal is to [describe client's goal — e.g. "streamline your administrative operations and free up your time to focus on growing your business"]. Your current challenge is [describe challenge — e.g. "managing a high volume of emails, scheduling, and administrative tasks without dedicated support"].

2. PROPOSED SCOPE OF WORK

To address your needs, I propose the following deliverables:

- [Deliverable 1 — e.g. "Email inbox management and organization — daily monitoring and response within 24 hours"]
- [Deliverable 2 — e.g. "Calendar management and appointment scheduling"]
- [Deliverable 3 — e.g. "Data entry and file organization using Google Drive"]
- [Deliverable 4 — e.g. "Weekly summary report of completed tasks and pending items"]

3. PROJECT TIMELINE

Start Date: [e.g. June 15, 2026]
First Deliverable: [e.g. June 20, 2026]
Contract Duration: [e.g. 3 months, renewable]
Check-in Schedule: [e.g. Weekly via Zoom or Google Meet]

4. INVESTMENT

Service: [Describe the service]
Monthly Rate: [e.g. \$300 USD / month]
Downpayment: [e.g. 50% — \$150 USD before start]
Balance: [e.g. 50% — \$150 USD before final delivery]
Payment Methods: [e.g. PayPal, Wise, Payoneer]

TOTAL: [e.g. \$300 USD per month]

5. WHY WORK WITH ME

[Describe your relevant experience and skills — e.g. "I have 3 years of experience supporting business owners remotely, with expertise in Google Workspace, project management tools, and client communication. My previous client reduced their administrative workload by 60% within the first month of working together."]

I am happy to provide references or work samples upon request.

6. TERMS AND CONDITIONS

- This proposal is valid for [e.g. 14 days] from the date of submission.
- Revisions are included within the agreed scope of work. Major scope changes will be quoted separately.
- All intellectual property produced becomes the client's property upon full payment.
- Either party may terminate the contract with [e.g. 30 days] written notice.

7. NEXT STEPS

If you are happy to proceed, here is how we can get started:

1. Sign the service agreement
2. Submit the down payment of [amount]
3. Schedule an onboarding call to align on details

Please feel free to reach me at [email or contact number] for any questions or clarifications.

Thank you for your time and consideration. I look forward to working with you!

Warm regards,

[Your Full Name]
[Your Title — e.g. Freelance Virtual Assistant]
[Email] | [Contact Number]
[Portfolio URL or LinkedIn — optional]

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