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**Proposal Form**

Date \_\_\_\_\_

By \_\_\_\_\_

**CLIENT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Address (Billing) \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_ Other Contact Information \_\_\_\_\_

**PROJECT**

Name \_\_\_\_\_

Location \_\_\_\_\_

**FEE INFORMATION**

Fee \_\_\_\_\_

Hourly Rates \_\_\_\_\_

Expenses—Billable (with markup) \_\_\_\_\_

Expenses—Billable (without markup) \_\_\_\_\_

Expenses—Travel \_\_\_\_\_

**SCOPE OF WORK**

**WORK PLAN**

CONCEPT DEVELOPMENT	START-END DATES	BUDGET	DURATION
DESIGN DEVELOPMENT			
PRODUCTION			
PROJECT IMPLEMENTATION			
<b>TOTAL</b>			

If the information in this Proposal meets with Client's approval, Client's signature below authorizes Designer to begin work. Kindly return a signed copy of this Proposal/Agreement to Designer's office.

Designer Signature \_\_\_\_\_ Print Designer Name \_\_\_\_\_ Date \_\_\_\_\_

Client Signature \_\_\_\_\_ Print Client Name \_\_\_\_\_ Date \_\_\_\_\_