FREELANCE WRITING PROPOSAL TEMPLATE

Standardized Deliverable Boundaries, Editorial Revisions & Commercial Terms

PREPARED BY (WRITER):
[YOUR NAME], Principal Editorial Consultant
[YOUR WRITING PRACTICE NAME]
[YOUR EMAIL] | [YOUR PHONE NUMBER]

PREPARED FOR (CLIENT):
[CLIENT CONTACT NAME], [CLIENT TITLE]
[CLIENT COMPANY NAME]
Date: [DATE] | Optional Validity: 14 days

1. Scope of Work & Deliverable Specifications

DELIVERABLE ITEM	TARGET WORD COUNT	RESEARCH ALLOCATION	UNIT VALUE
Deliverable 1: [ARTICLE 1]	1,400 to 1,600 words	One 30-min SME interview + brief	**$[UNIT AMOUNT]**
Deliverable 2: [ARTICLE 2]	1,400 to 1,600 words	One 30-min SME interview + brief	**$[UNIT AMOUNT]**
Deliverable 3: [ARTICLE 3]	1,400 to 1,600 words	One 30-min SME interview + brief	**$[UNIT AMOUNT]**
Deliverable 4: [ARTICLE 4]	1,400 to 1,600 words	One 30-min SME interview + brief	**$[UNIT AMOUNT]**

2. Milestone Investment Schedule

MILESTONE STAGE	TRIGGER & TIMING	PERCENT	AMOUNT DUE
Milestone 1: Deposit	Upon signing prior to project initiation	50.0%	**$[DEPOSIT AMOUNT]**
Milestone 2: First Drafts	Upon delivery of all initial full drafts	25.0%	**$[INTERIM AMOUNT]**
Milestone 3: Final Files	Upon delivery of approved final files or 14 days under deemed acceptance	25.0%	**$[FINAL AMOUNT]**
Total Engagement	**Exact arithmetic parity**	**100.0%**	**$[TOTAL INVESTMENT]**

3. Legal Terms, Liquidated Damages & Acceptance

Pursuant to 17 U.S.C. Section 204(a), assignment of copyright requires an instrument in writing signed by the owner of the rights conveyed. As an agreed contractual condition precedent, copyright in final approved deliverables transfers to the Client upon cleared receipt of full payment. Unused concepts, preliminary notes, and draft text remain the exclusive intellectual property of the Writer.
Liquidated Damages (Kill Fees): Under Restatement (Second) of Contracts Section 356, cancellation fees represent a reasonable pre-estimate of harm under state law: Client pays for completed milestone work, documented nonrecoverable commitments, and a 25% reservation charge on remaining balance. Automatic forfeitures of 100% unearned fees are disfavored. Proposal validity window is an optional commercial term of 14 calendar days.

FOR CLIENT ([CLIENT COMPANY NAME]):
Signature: _____
Name: [CLIENT CONTACT NAME] | Title: [TITLE] | Date: _____

FOR WRITER ([YOUR WRITING PRACTICE]):
Signature: _____
Name: [YOUR NAME] | Title: Principal Writer | Date: _____