

Freelance Project Outline

Date: [Insert Date]

Client Name: [Insert Client Name]

Project Title: [Insert Project Title]

1. Project Overview

Provide a brief description of the project, its purpose, and goals.

2. Scope of Work

- Task 1: [Description]
- Task 2: [Description]
- Task 3: [Description]

3. Timeline

Start Date: [Insert Start Date]

End Date: [Insert End Date]

4. Deliverables

- Deliverable 1: [Description]
- Deliverable 2: [Description]

5. Budget

Total Estimated Cost: [Insert Cost]

6. Communication

Preferred method of communication: [Email/Phone/Other]

7. Terms and Conditions

Briefly outline terms and conditions regarding payment, revisions, and project cancellation.

8. Signature

[Your Name]

[Your Contact Information]