

Freelance Project Onboarding for Video Editing

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

Thank you for choosing me for your video editing project. I am excited to work with you and bring your vision to life. This letter serves as an outline of our onboarding process and the next steps moving forward.

Project Overview

[Brief description of the project, including the intended outcome and style preferences]

Timeline

Initial draft delivery: [Insert Date]

Feedback session: [Insert Date]

Final delivery: [Insert Date]

Payment Terms

Project fee: \$[Insert Amount]

Payment schedule: [Insert Payment Schedule]

Required Materials

Please provide the following:

- Raw video footage
- Music files
- Any branding guidelines or assets

Contact Information

If you have any questions or need further clarification, feel free to reach out to me at [Insert Your Email] or [Insert Your Phone Number].

Looking forward to a successful collaboration!

Best regards,

[Your Name]

[Your Title]

[Your Website or Portfolio Link]