

Freelance Project Scope and Expectations

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Project Overview

Dear [Client Name],

Thank you for considering me for your project. This letter outlines the scope and expectations for the project titled "[Project Title]."

Project Scope

- Deliverable 1: [Description of Deliverable 1]
- Deliverable 2: [Description of Deliverable 2]
- Deliverable 3: [Description of Deliverable 3]

Timeline

The project will be completed within [Insert Time Frame], with the following milestones:

- Milestone 1: [Date] - [Description]
- Milestone 2: [Date] - [Description]
- Milestone 3: [Date] - [Description]

Budget

The total project fee is [Insert Amount], which includes:

- Retainer Fee: [Insert Amount]
- Hourly Rate: [Insert Rate] (if applicable)

Communication

We will communicate primarily via [Insert communication method] and will schedule regular check-ins [Insert frequency].

Next Steps

Please review the above outline and let me know if you have any questions or adjustments. I look forward to collaborating with you!

Sincerely,

[Your Name]

[Your Contact Information]

[Your Website (if applicable)]