

# Freelance Fee Outline

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

## Project Overview

[Brief description of the project]

## Fee Structure

- Hourly Rate: \$[Insert Rate] per hour
- Total Estimated Hours: [Insert Estimated Hours]
- Fixed Project Fee: \$[Insert Fixed Fee, if applicable]
- Payment Schedule:
  - Deposit: \$[Insert Deposit Amount] due upon agreement
  - Final Payment: \$[Insert Final Payment Amount] due upon project completion

## Additional Costs

- [List of any additional costs, e.g., materials, travel]

## Terms and Conditions

[Insert any relevant terms and conditions related to payment, deadlines, etc.]

## Contact Information

If you have any questions, feel free to contact me at:

- Email: [Your Email]
- Phone: [Your Phone Number]

Thank you for your consideration!

Sincerely,

[Your Name]

[Your Freelance Business Name]