



DATE:

Submitted to: Jane Doe
123 Maple Lane
Los Angeles, CA 900010
Phone: 555-1212
e-mail janedoe@yahoo.com

Job: 6 Page Brochure
Hourly Rate: \$45.00
Estimated Hours of Job 7-12 hours

Terms: Half of the average writing fee is required to begin work.
Amount: \$200.00
Cash or Local Check

PayPal is accepted for cash transfers under \$250.00 but a check made out to Lynn Walford is preferred.
Credit Card fees are applied according to PayPal rates 2.9% + \$0.30 USD. If you wish to pay by credit card, please request an estimate.

Client agrees to pay the balance upon acceptance of the work.
If client revisions and or approvals continue beyond 30 days after project is written, client agrees to pay the balance.

Outstanding balances are subject to a 10% per month late fee.

Agreed by:

Client

and

Lynn Walford