



Date // \_\_\_\_\_  
RFP No. // \_\_\_\_\_  
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Re // \_\_\_\_\_

**Expenses //**

Any out-of-pocket expenses will be billed [**AT COST/BILLED AT A MARK UP OF 25 PER CENT**]. Such items normally include deliveries, long-distance phone calls and other items as appropriate. We estimate total expenses will be [**\$00**], broken down as follows:

Other Expenses //	Estimated Cost (\$)
Deliveries	\$
Long-distance	\$
Travel	\$
Miscellaneous	\$

PLEASE NOTE that this figure is not a quote. Rather, it is an estimate of what we believe the job will take given the information provided. If more work is involved, the actual price may be higher; if less work is needed, the actual price may be lower. We will, however, keep you informed of any change which exceeds ten (10) per cent of the total.

Also note that this estimate is based on providing services on or about the dates indicated. Delays beyond our control may increase costs.

**Terms //**

- One third of this estimate, or [\$ ] in advance
- One third [\$ ] upon acceptance of the concept/layout/first copy draft
- One third [\$ ] upon delivery of final copy

If any phase of the assignment is delayed for longer than sixty (60) days, we will bill for work completed. If this proposal meets with your approval, please indicate by signing and returning one copy to us. If you have any questions, please contact me.

Thank you for the opportunity to submit this proposal. We look forward to working with you.

Sincerely,

\_\_\_\_\_  
Agreed and approved Date  
[DESIGNER INC]

\_\_\_\_\_  
Agreed and approved Date  
[CLIENT LTD]