PROJECT SCOPE & CLIENT ESTIMATE QUOTATION FORM

FORMAL STATEMENT OF WORK, DELIVERABLES MATRIX & PRICING SCHEDULE

QUOTE / REF #: _____ **DATE:** _____/_____/20____ **VALID UNTIL:** _____/_____/20____ **PREPARED BY:** _____

CLIENT COMPANY: _____ **PRIMARY CONTACT:** _____

EMAIL / PHONE: _____ **PROJECT TITLE:** _____

Project Objective / High-Level Brief: _____

ITEM	MILESTONE PHASE / DELIVERABLE DESCRIPTION	EST. HOURS / UNITS	UNIT RATE ($)	LINE TOTAL ($)
01		_____ hrs / units	$ _____	$ _____
02		_____ hrs / units	$ _____	$ _____
03		_____ hrs / units	$ _____	$ _____
04		_____ hrs / units	$ _____	$ _____
05		_____ hrs / units	$ _____	$ _____
06		_____ hrs / units	$ _____	$ _____
07		_____ hrs / units	$ _____	$ _____
08		_____ hrs / units	$ _____	$ _____

PAYMENT SCHEDULE & CLIENT TERMS

1. Milestone 1 (Deposit): 50% ($ _____) upon project agreement execution.
2. Milestone 2 (Midpoint): 25% ($ _____) upon approval of initial deliverables.
3. Milestone 3 (Final Delivery): 25% ($ _____) upon final handover & sign-off.
4. Scope Change Policy: Any work outside this scope billed at $ _____ / hour.
5. Invoices payable within 14 calendar days via Bank Transfer / Credit Card.
6. Late payments incur a 1.5% monthly financing fee on outstanding balances.

ESTIMATE TOTALS

Subtotal Deliverables: $ _____

Project Management / QA: $ _____

Third-Party Licensing / Fees: $ _____

Contingency Buffer (10%): $ _____

Applicable Tax / VAT: $ _____

TOTAL ESTIMATE: $ _____

CLIENT AUTHORIZATION & ACCEPTANCE SIGNATURES

CLIENT AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE / POSITION: _____

DATE SIGNED: _____ / _____ / 20____

PROVIDER SIGNATURE: _____

PRINT NAME: _____

TITLE / POSITION: _____

DATE SIGNED: _____ / _____ / 20____

PRE-FLIGHT PROJECT KICKOFF CHECKLIST:

[ ] Signed Scope & Estimate Received | [ ] 50% Milestone Deposit Cleared | [ ] Client Asset Drive / Shared Folder Created

[ ] Weekly Async Status Reports: [ ] Monday [ ] Friday | [ ] Kickoff Discovery Call Date: _____ / _____ / 20____

[ ] Dedicated Client Communication Slack / Email: _____