

July 21, 2013

My corporation info:  
ABC Corp  
123 Smith St  
San Diego, CA 92024

Client info:  
Gaming Company  
123 BLANK Dr.  
Las Angeles, CA 92134

Dear Client,

This correspondence outlines the estimated scope of work you requested, including project objectives, costs, and timeline.\*

Scope of Service      2-3 design concepts

Estimated Cost:      \$X,XXX - \$X,XXX for project.  
Based on \$XXX/day (\$XX/hour for X hours/day) for XX -XX working days.

Payment terms:      Payment via electronically wired funds within 15 days of invoice receipt.

Timeframe:      Anticipated start date of work is Oct 1.  
1<sup>st</sup> design submission estimated for Oct 8.  
2<sup>nd</sup> design submission estimated for Oct 22.

I greatly appreciate the opportunity to work with your organization and assist on your design project. Should you wish to accept this proposal, please return a signed copy to me along with your contract or statement of work.

If you have any questions at all, please do not hesitate to contact me at \_\_\_\_\_.

Sincerely,

Joe Smith  
President

Accepted by:

Accepted date:

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Client Name

\*This is strictly an estimate of work. Additional revisions or requests will impact actual cost and terms. The final billing invoice will reflect all actual costs incurred. Should a project be terminated for any reason, company still agrees to pay for actual incurred costs prior to cancellation.