|  |  |
| --- | --- |
| **Recipient**: | Attn. {contacts}  {company}  {address}  {zip} {city}, ({state})  VAT No. {vat}  SDI: {sdi}  Pec: {pec}  Email: {email} |
| **Proposal No**: | {proposal\_code} |
| **Date**: | {proposal\_date} |
| **Author**: | {author} |

Subject: {title}

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Authors | Notes |
| 1 | **{proposal\_date}** | **{author}** | {notes} |
|  |  |  |  |
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# Company profile

Arsenalia Digital is the Arsenalia division dedicated to customer and brand experience. It was established through the merger of the communication and creative expertise of the agencies Vulcano, Pallino, and Versostudio, and today includes over 150 professionals in marketing, design, and technology.

Over the years, the company has gained experience with both national and international brands across various industries.

Thanks to collaboration with the other Arsenalia divisions, the team supports the digital transformation of client companies and their global reach.

# Introduction

With this document, Arsenalia Digital S.r.l. (hereinafter referred to as “**Arsenalia Digital**”) is pleased to present to {company} (hereinafter referred to as the “**Client**”) its proposal for the activities related to XXX.

# Scope of Work

The scope of this proposal includes XXX.

## Project Requirements

The main requirements expressed by the Client include:

* Xxx

## Project Details

XXXX -> descrizione precisa delle attività, dei deliverables e relativi numeri di consegna

(es: n. tavole, n. immagini)

The described services include a maximum of two revision rounds, to be agreed upon as needed between the Arsenalia Digital Project Manager and the Client.

Final files will be delivered in high-resolution closed XXX format. This Offer does not include the sale of editable files, which may be purchased by the Client at a price to be determined by Arsenalia Digital on a case-by-case basis.

## Prerequisites and Exclusions

Prerequisites for execution include:

* The signing of this Offer and of the “Condizioni generali di vendita” will initiate the commencement of work
* Availability for status updates.
* Approval of proposed activities.
* Client staff availability for reviews and approvals
* Acceptance of the general terms and conditions of service of any Partners, etc..

The Client is responsible for ensuring the prerequisites are met prior to signing and must maintain them throughout the service duration. If prerequisites fail, even for reasons not attributable to the Client, Arsenalia Digital will not be liable for delays or non-performance.

If project timelines are not met due to causes beyond Arsenalia Digital’s control, the project value may be revised through Change Requests.

Exclusions include:

XxX

Any activity not explicitly listed in this proposal

# Term

The anticipated term of the project activities shall be as follows: (to insert the relevant timelines and any Project Waves) commencing on {start\_at} and expiring on {stop\_at}, with an estimated completion date of {estimation\_end}.

For the avoidance of doubt, the project timelines may be modified exclusively by mutual written agreement between the Parties. Arsenalia Digital shall in no event be held liable for any delay or failure to meet the agreed timelines to the extent such delay is attributable to the Client, including, without limitation, the Client’s failure to comply with Project prerequisites, late submission of required project documentation, failure to provide timely feedback, or any similar occurrence.

The provision of the Services shall be deemed fully performed and completed upon … (e.g., delivery of the agreed deliverables / expiration of the hypercare period / conclusion of Project Phase X …).

# Economic Quotation of the Activities

The Offer is deemed to be on a lump-sum basis with respect to the activities expressly indicated under Section 3.

Where the Offer is composed of multiple lots:  
The quotation shall be broken down into the following lots:

* Lot 1: Activities of XXX;
* Lot 2: Activities of XXX.

Such lots shall be construed as integral and indivisible components of a single project, as specified in this Offer. The subdivision into lots is solely for the purpose of grouping certain activities for economic quantification and subsequent invoicing in accordance with the provisions set forth herein.

The total economic valuation of the Project amounts to **{revenue}** € ({revenueLetter}) +VAT.

The overall Project value may be subject to variation in the event of any of the following circumstances deviating from the provisions of this Offer:

* change in requirements or in the number of deliverables requested;
* requests for activities not expressly specified herein;
* inability of the Client to comply with prerequisites, or delays in the provision of materials or in iteration/feedback timelines, resulting in changes to the agreed delivery schedule.

Any such variation shall be subject to a Change Request procedure and shall only be implemented upon written agreement between the Parties.

All amounts are deemed inclusive of costs related to activities carried out at Arsenalia Digital’s premises in Venice Marghera. For any business travel requested by the Client to its premises within Italian territory, the Supplier shall apply a flat-rate fee of EUR 160,00 per consultant per day (+VAT). Costs related to transportation requiring reservation and/or overnight accommodation are excluded from the flat-rate fee and shall be reimbursed separately.

Any additional travel expenses shall be agreed in advance between Arsenalia Digital’s Project Manager and the Client’s Project Manager and shall be included in the monthly invoicing, subject to submission of an appropriately compiled expense report supported by receipts.

## Payment Terms

With regard to the order in question, the billing schedule and related payments are defined in the following table:

{tranches}

|  |  |
| --- | --- |
| Tranche | Value € |
| 30% upon order/start of activities, no later than XXX date |  |
| 30% upon order/start of activities, no later than XXX date |  |
| 30% upon order/start of activities, no later than XXX date |  |

Invoices are due within {payment\_terms} from the invoice date.

### Change Requests

If, during the course of the project, requests are made that are deemed out-of-scope with respect to what is specified in this Offer, referred to as Change Requests, these will be quoted according to the rates listed below:

|  |  |
| --- | --- |
| Profilo | Tariffa giornaliera € (IVA esclusa) |
| Junior Consultant profile | 470,00 € |
| Consultant profile | 510,00 € |
| Senior Consultant profile | 620,00 € |
| Project Manager profile | 720,00 € |
| Creative Director profile | 830,00 € |

Change Requests are performed only after Client approval of the corresponding quote.

Rates are based on an 8-hour workday, during standard business hours (9:00–13:00 / 14:00–18:00). Work outside these hours or on holidays will incur a 50% surcharge. The minimum billable unit is a half day (4 hours).

Change Requests will be billed at the end of the month of service, payable within {payment\_term} days of the last day of that month.

Rates are valid for the current year and subject to revision in future years. Rates exclude VAT.

# Letter of Engagement

|  |  |
| --- | --- |
| **Contractor:**  Arsenalia Digital s.r.l.  Via delle Industrie 23/D  30174 Venezia Marghera (Ve)  VAT 04158980278 | **Client:**  {company}  {address}  {zip} {city}, ({state})  VAT No. {vat} |

**Subject:** Order Confirmation for services described in Arsenalia Digital Proposal No. {proposal\_code} dated {proposal\_date} for:

**{title}**

The Client confirms the quotation and conditions as described under "*Economic Quotation of the Activities*".

The Offer is governed by the attached “Condizioni Generali di vendita di servizi” {conditionSigned}

This offer is valid for 30 days from the date of issue.

Accepted by:

{company}

.............................................................. il ..............................................

Client

**{company}**

**(stamp and signature)**

...............................................