

Specification Sheet -1 for Graphic Design for freelancing, Level - 3

JOB 01:	Prepare a Freelancing Marketplace Client Proposal Letter as per specification using word processing software.
Condition For the Job:	
Work must be carried out safely and according to Graphic Design for Freelancing (Level 3) standards.	
TASK-1	
01. Create a Page Layout in 8.7 X 13 in & Marzin size of the whole around 0.4 on all sides.	
02. Create a Shape height of 1.75in & width of 12.88in and set it on top of the page you created before, the shape Color Must be "Blue"	
03. Create a Text box & Write the Title "Buying Proposal for Client" and add a word art choose 1st one, Place the Title MIDDLE of the blue shape which is created before. TITLE TXET must be used Calibri & Font size 25pt. The title Text should be in Bold in all Caps.	
04. Write the Text which is given in your Assessment Job-1 task-1 Tools place your client's name in the []	
05. Create the same form as Slown as in Assessment Job-I task-I Tools.	
06. Create a Text Box to enter your Name the Text box size is Height-0.4 in X width-3.91in and Align in Left & Last Name box Align in right margin. For phone numbers the Text box size is Height-0.4 in X width-7.89in and for Main Email Address, the Text box size is also Height-0.4 in X and width-3.91in, for Secondary Email Address, the Text box size is also Height-0.4 in X and width-3.91in	
07. Line spacing between Your name, email, phone number and Your Proposal should be 2pt.	
08. Your Proposal Text Box Size is height-1.35 X width-7.89in & Budget Text Box size is height-0.65 X width 7.89in. In the right-side Signature option and one line above the text line width 2in and weight 2 pt	
09. All Body Text Should be 12pt and Use the Font name "Calibri"	
10. Create The same Budget Table in an EXCEL File with all the Data included and paste it as a "Link" in MS Word if the budget changes in EXCEL, then it should be changed in MS Word.	
11. Write the Conclusion Text with your name, Designation & Company Name.	
12. At the Bottom side Create a Strath Line using line tools with a weight of 4.5pt & Color it Black.	

BUYING PROPOSAL FOR CLIENT

Dear [Client's Name],

Thank you for considering my services for your project. I am excited to work you and contribute to achieving your goals. Below is the project proposal, including scope, deliverables, timeline, and budget for your purchase.

Your name

Main Email address

Secondary Email address

Your Phone Number

Please Describe Your Proposal

Budget For Your Purchase

S/N	Product Details	Unit Price	Quantity	Total
1	Processor AMD 5700 g	\$ 80.00	5	\$ 400.00
2	RAM Slot 8 GB	\$ 40.00	12	\$ 480.00
3	Monitor HIKVISION 22 inch	\$ 70.00	4	\$ 280.00
4	Mother Board MSI 450	\$ 110.00	6	\$ 660.00
5	Keyboard & Mouse	\$ 60.00	20	\$ 1,200.00
Total				\$ 3,020.00

I am looking forward to the possibility of working together. Please feel free to reach out with questions or clarifications. Let's make this project a successful together!

Sincerely,

[Your Full Name]

[Your Designation]

[Company Name]

Signature

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JOB 01:

Prepare a Presentation file as per specification using word processing software.

Condition For the Job:

Work must be carried out safely and according to Graphic Design for Freelancing (Level 3) standards.

TASK-2

01. Create a 7-page Side Presentation File with the necessary Text & Image. All the Title must be Bold & use size 40pt font Calibri and all body text must be 20pt Calibri font

02. 1st Side please insert the Title text "WELCOME TO MY JOB 01 PRESENTATION". All Title text has to be Aline in the center and Middle and Bold

03. 2nd Side Please insert the Title text "Graphic Design for Freelancing Level-3 Assessment Under NSDA" And in the body insert the text

- a) MS Word Preview
- b) Illustrator Work Preview
- c) Canva Work Preview
- d) Photoshop Work Preview

04. 3rd Side insert the Title text "MS Word Preview" and Insert a Screen Short or Image of the MS Word Work you Created Before.

05. 4th Side insert the Title text "Client Budget Table" and insert the copy of that table you created in Excel Before.

S/N	Product Details	Unit Price	Quantity	Total
1	Processor AMD 5700 g	\$ 80.00	5	\$ 400.00
2	RAM Slot 8 GB	\$ 40.00	12	\$ 480.00
3	Monitor HIKVISION 22 inch	\$ 70.00	4	\$ 280.00
4	Mother Board MSI 450	\$ 110.00	6	\$ 660.00
5	Keyboard & Mouse	\$ 60.00	20	\$ 1,200.00
Total				\$ 3,020.00

- a) 5th Side insert the Title text "Pie Chart of Total Price" and insert a "Pie Chart" of the Total Price of your Project Proposal.
- b) 6 side Insert the Text "END OF PRESENTATION" and Two Animation into your END OF PRESENTATION text.

Whole Job 01 has to be done in less than 1 hour