Dear **Mr. Rebecca E. McNeal**,

Greetings of mirth and peace!

It’s a pleasure to write this letter as you consider Alice B. Colorado Writings for your business website content needs. I have specially prepared you the following quotation statement for your “**WEZA**” website blogs. Please also note that the following pricings are yet tabulated under sound estimations. Hence, it is not fixed and may be modified upon an extensive assessment of your particular project offer and its specifications.

I am excited to make this happen. Please feel free to reach me whenever you have further concerns.

Best regards,

**Ms. Alice B. Colorado**

**Alice B. Colorado Writings**

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| **CONTENT WRITING SERVICE QUOTE** | | | |
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| **PREPARED FOR:** | Ms. Rebecca E. McNeal | **DATE:** September 3, 2045 | |
| **PREPARED BY:** | Ms. Alice B. Colorado | [alicecoloradob@email.com](mailto:alicecoloradob@email.com) | |
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| **Scope of Work** |  |  |  |
| The following are the inquired services I offer:  1. Blog Articles - helps you build your business’ brand voice and persona and establish engagement.  2. Product Descriptions - writes your products with product descriptions in helping you compel and entice potential customers. | | | |
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| **SERVICE** | **UNIT PRICE** | **QUANTITY** | **SERVICE TOTAL PRICE** |
| Product Descriptions | $10.00 | 50 | $500.00 |
| Blog Article | $200.00 | 15 | $3,000.00 |
|  |  |  |  |
| **SUBTOTAL** | | | $3,500.00 |
| **TAX** | | | 5% |
| **DISCOUNT** | | | 2.70% |
| **GRAND SERVICE TOTAL PRICE** | | | **$3,580.50** |
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| **CALCULATION** | | | |
| UNIT PRICE \* QUANTITY = **SERVICE TOTAL PRICE** | | | |
| SUM OF ALL SERVICE PRICE + TAX - DISCOUNT = **GRAND SERVICE TOTAL PRICE** | | | |
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| **TERMS AND CONDITIONS** | | | |
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| **1. Quotation**  This content writing service quote is made specially upon the request and project of **Ms. Rebecca E. McNeal** for her **“WEZA”** business brand, based in 3896 Main Street, Tukwila, WA 98168. More so, this does not function as an official business contract between Alice B. Colorado Writings and Ms. Rebecca E. Mcneal.  **2. Price**  All tabulations above are products of sound estimation only. Hence, the figures shown are not fixed and may always be changed upon a thorough review of Alice B. Colorado Writings of the project’s unique demands and specifics. A comprehensive proposal will be sent to Ms. Rebecca E. Mcneal right after the proposal is available.  **3. Terms of Payment**  An initial deposit of $1,500 will be required to officially begin the project for Alice B. Colorado Writing security and assurance purposes. Notwithstanding, the initial deposit will be automatically deducted from the total project bill accordingly. Direct bank deposit is strongly suggested for faster transactions, yet, checks are both accepted.  **4. Confidentiality**  All information in this quotation statement should always be kept confidential by both parties.  **5. Governing Law**  This quotation statement strictly observes all relevant industry standards and state laws. In any circumstances of disputes, complications, or other forms of fraudulent activities, due process will take over. | | | |
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| **CONTACT** | | | |
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| **Ms. Alice B. Colorado** | | | |
| Freelance Content Writer | | | |
| alicecolorado@email.com | | | |
| 222-555-7777 | | | |
| www.alicecoloradowritings.com | | | |
| 723 Norman Street, Huntington Park, CA 90255 | | | |
| Company Business Registration Number: 2032-2314 | | | |
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**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home

**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout

**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart