

# WORK FEES & DEPOSIT

Your name

**Your company**

You@youremail.com

Bank:

Account number:

Sort code:

DATE

8/4/2015

**TO**

Client

**Client Company**

Client@theiremail.com

## DESCRIPTION OF WORK

Detailed outline of the work you have discussed to do.

| ITEMIZED COSTS                      | QTY                | UNIT PRICE | AMOUNT         |
|-------------------------------------|--------------------|------------|----------------|
| Tone of voice                       | 1                  | 275.00     | 275.00         |
| Email Newsletter                    | 1                  | 175.00     | 175.00         |
| Skype Call                          | 1                  | 30.00      | 30.00          |
| 50% DEPOSIT                         |                    |            | £240.00        |
| <i>Thank you for your business!</i> | <b>APRIL TOTAL</b> |            | <b>£480.00</b> |

Note: This is the total price to complete the work stated above for April 2015, based upon our email correspondence. If additional work is required, it will be charged at a rate of £30 per hour unless already outlined in the proposal PDF and an updated invoice will be resent. The 50% deposit is non-refundable. Upon completion of the above tasks, the outstanding balance is to be paid on or before the 8/5/15.

To schedule a time for us to Skype, or if you have any questions, please contact

You@youremail.com