

Graphic Design Engagement Proposal

Date: _____

Prepared For:

Client Name
Company Name
Address
Email / Phone

Prepared By:

Designer Name
Design Studio / Freelance
Address
Email / Phone

1. Project Overview

A brief summary of the project, client needs, and objectives for the engagement.

2. Scope of Services

- Design deliverable 1 (e.g., Logo Design)
- Design deliverable 2 (e.g., Brand Identity Guidelines)
- Design deliverable 3 (e.g., Marketing Collaterals)
- Other agreed upon services

3. Project Timeline

Milestone	Description	Estimated Completion
Kickoff	Initial meeting and requirement gathering	_____
Design Concepts	Presentation of initial design concepts	_____
Revisions	Feedback and revision rounds	_____
Final Delivery	Delivery of final files	_____

4. Investment & Payment Terms

Service	Fee
Service 1	_____
Service 2	_____
Total	_____

Payment Terms: 50% upfront, 50% on completion (modifiable).

5. Terms & Conditions

- Number of revision rounds included
- Ownership and usage rights of deliverables
- Confidentiality and non-disclosure
- Cancellation or termination policy

6. Acceptance

By signing below, both parties agree to the terms outlined in this proposal.

Client Signature:

Name/Date

Designer Signature:

Name/Date
