



*The information provided on this website does not, and is not intended to, constitute legal advice; instead, all information, content, and materials available on this site are for general informational purposes only. None of our team members are lawyers and they do not provide legal advice. We are showbiz people. These documents are merely references burlesque professionals may find helpful.*

**[YOUR NAME]**

**[ADDRESS]**

**[ADDRESS]**

**[EMAIL]**

**[PHONE]**

DATE: [DATE]

Dear [CLIENT],

This proposal includes the following sections:

- Scope of Work
- Timeline and Fees
- Assumptions
- Authorization

#### **SCOPE OF WORK**

[INSERT BRIEF DESCRIPTION OF THE SERVICES YOU WILL PROVIDE. PRODUCE A SHOW, CAST AN EVENT, HOST AN EVENT ETC.]

Deliverables include:

- [BE SPECIFIC! SCRIPT. CAST LIST. RUN OF SHOW. BUDGET. MARKETING PLAN.]

#### **TIMELINE & FEES**

- Timeline: [WHEN ARE YOU STARTING, WHEN IS IT DONE. IF APPROPRIATE, STATE NUMBER OF WEEKS, DAYS, HOURS YOU ANTICIPATE WORKING]
- You agree to a project fee of \$[TONS OF MONEY]
- [INSERT TERMS OF PAYMENT HERE. I.E. 50% UPON SIGNING, 50% UPON COMPLETION]
- [INSERT METHOD OF PAYMENT HERE]

#### **ASSUMPTIONS**

- Issues of confidentiality, client relationships, and discussion regarding proprietary products, services, or relationships, in addition to documents created as part of this relationship, are the property of [CLIENT].
- Appropriate access to vendors, customers, contacts, and administrative system access will be provided by [CLIENT] as required to complete any assigned projects.
- Both parties will make every effort to ensure timely answers to questions as related to the project engagement.

- Both parties enter into this agreement in good faith that [YOUR NAME] will be considered for the ongoing development and actualization of the project beyond this engagement.

[CLIENT- is responsible for agreed upon expenses incurred on [CLIENT]'s behalf, including but not limited to the following: promotional materials, telephone, mail/messenger services.

**AUTHORIZATION**

[CLIENT] agrees to the scope of work as outlined on the above proposal dated [DATE]. [YOUR NAME] is directed to proceed with the scheduling as outlined on the proposal. Authorization and commencement of above work requires a signed copy of this proposal and a work initiation payment as detailed above made payable to [YOUR NAME]. Change orders for work outside of the scope of this agreement will be submitted to [CLIENT] to approve such work.

Agreed To:

For [CLIENT]: \_\_\_\_\_

Date:\_\_\_\_\_