

Proposal and Invoice Templates

Simple documents for closing and delivering fast projects without overcomplicating the sale.

One-page proposal

| Field | Template |
|------------|--|
| Client | [Client name] |
| Goal | Help [client] achieve [specific outcome] by [date]. |
| Scope | I will deliver: [deliverable 1], [deliverable 2], [deliverable 3]. |
| Timeline | Start: [date]. First update: [date]. Final delivery: [date]. |
| Price | [\$amount], due [upfront/payment terms]. |
| Exclusions | This does not include [items outside scope]. |
| Acceptance | Reply 'approved' and I will send the invoice/payment link. |

Simple invoice

| Item | Details |
|-------------|---|
| Seller | [Your name / business] |
| Buyer | [Client name] |
| Project | [Project name] |
| Deliverable | [Deliverable description] |
| Amount | [\$[amount]] |
| Due date | [date] |
| Payment | [Payment link or instructions] |
| Note | Work begins after payment unless otherwise agreed in writing. |

Delivery checklist

| Check | Item |
|-------|--------------------------------|
| | Confirm payment |
| | Confirm scope |
| | Collect inputs |
| | Send first update |
| | Deliver files |
| | Ask for revision or approval |
| | Request testimonial |
| | Log buyer for future follow-up |