# Proposal

| | |
|---|---|
| Project | Book Edit |
| Date | Date |
| Client | Name |
| Contact | Email |

| Task | Projected Hours | | |
|---|---|---|---|
| | Best Case | Worst Case | Likely |
| Take Brief / Study Samples / Prepare Quote | 3.00 | 3.00 | 3.00 |
| Set Editing Rules | 2.00 | 4.00 | 3.00 |
| Edit Book (22,000 words*) | 18.00 | 26.00 | 22.00 |
| Questions & Discussions | 4.00 | 6.00 | 5.00 |
| Expenses / Admin / Ancillary Tasks | 2.00 | 4.00 | 3.00 |
| | | | |
| | | | |
| *A book with fewer words will naturally require less time; we only charge for time actually worked. | | | |
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| | | | |
| | | | |
| | | | |
| | 29.00 | 43.00 | 36.00 |

| | | | | | |
|---|---|---|---|---|---|
| Rate | $120.00 | Sub Total | $3,480.00 | $5,160.00 | $4,320.00 |
| | | + GST | $348.00 | $516.00 | $432.00 |
| | | Total | Best Case | Worst Case | Likely |
| | | | $3,828.00 | $5,676.00 | $4,752.00 |

Notes

This is not an invoice

This proposal is valid for 30 days from the date of this document.

It's intended to illustrate best and worst case outcomes. For a best case outcome, all parties must be:

Accessible, clear, consistent, decisive, fast acting, flexible, intelligent, resolute and trusting.

Any effort made to organise content prior to our involvement will also assist a best case outcome.

Terms: Fortnightly invoicing for hours spent. 14 days / EFT payment. All work remains Empire property until paid for in full.


The Feisty Empire

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