

[Your Name]
[Your Company Name]
[Your Address]
[Date]

[Client Name]
[Client Company Name]
[Client Address]

Dear [Client Name],

Thank you for the opportunity to propose a customized service plan for [Project Name/Business Needs]. Based on our recent discussion, I have developed a flat fee service package designed to meet your specific goals while providing cost certainty.

Scope of Services

Under this flat fee arrangement, I will provide the following services:

- [Service Item 1]
- [Service Item 2]
- [Service Item 3]
- [Service Item 4]

Flat Fee Investment

The total investment for the services outlined above is a fixed fee of **[\$Amount]**.

This fee includes all professional time and standard administrative costs. This price will remain constant regardless of the hours required to complete the defined scope, ensuring there are no surprise charges.

Payment Terms

- [Percentage]% deposit due upon signing.
- [Percentage]% due upon [Milestone or Completion Date].

Exclusions

Any work requested outside the scope defined above will be billed at an hourly rate of **[\$Rate]** or quoted as a separate flat fee project. Out-of-pocket expenses such as [Travel/Printing/Software Licenses] are not included and will be billed at cost.

To accept this proposal and begin work, please sign below and return a copy of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

Acceptance:

Name: _____

Date: _____