[STUDIO]
[TODAY'S DATE]

PROPOSAL: [COMPANY] "[TITLE]"

01. SUMMARY

[STUDIO] will act as production company for [COMPANY] to produce project "[TITLE]" by providing overall [SERVICE 1], [SERVICE 2], and [SERVICE 3] as needed.

02. CLIENT

[FIRST LAST]
[COMPANY]
[STREET]
[CITY, STATE, CODE]
[COUNTRY]

[FIRST LAST], [TITLE] at [COMPANY]

03. PROJECT AWARD DATE

Expected [DATE]

04. DELIVERABLES

[DELIVERABLE 1] due on [DATE 1]
[DELIVERABLE 2] due on [DATE 2]
[DELIVERABLE 3] due on [PROJECT END DATE]

05. COST

Project start date [PROJECT AWARD DATE]:
USD $[PRICE]

Project start date [OTHER AWARD DATE]:
USD $[HIGHER PRICE]

06. TERMS

- Proposal is valid through [DATE]
- Payment Terms: 50% of Cost will be invoiced (due upon receipt) on Project Award Date. 50% remainder will be invoiced (net 30 days) upon project completion or Project End Date, whichever comes first.
- Project Schedule. Client delays, postponements, or resources requested beyond the scope of Proposal will necessitate overages to be approved by Client in writing.
- Client has read and accepted [STUDIO] Terms & Conditions.

Impossible
IMAGINE THE IMPOSSIBILITIES™

16 Oct 2023

PROPOSAL: Discovery “Falling Man”

01. SUMMARY

Impossible will act as production company for Discovery Channel to produce “Falling Man” promos by providing concept development, creative direction, motion design, and versioning as needed.

Suzy Smith
Discovery Channel
123 Anywhere St
Silver Spring, MD 12345
USA

02. CLIENT

Suzy Smith, Supervising Producer at Discovery Communications

03. PROJECT AWARD DATE

31 Oct 2023

04. DELIVERABLES

:30 Launch Promo due 1 Jan 2024
:30 Topical Promo due 7 Jan 2024
:30 Social Media Kit due 14 Jan 2024 (Project End Date)

05. COST

Project Start Date before 1 Nov 2023
USD $42,500

Project Start Date on or after 1 Nov 2023
USD $55,000

06. TERMS

- Proposal is valid through 21 Oct 2023.
- Payment Terms: 50% of Cost will be invoiced (due upon receipt) on Project Award Date. 50% remainder will be invoiced (net 30 days) upon project completion or Project End Date, whichever comes first.
- Project Schedule. Client delays, postponements, or resources requested beyond the scope of Proposal will necessitate overages to be approved by Client in writing.
- Client has read and accepted Impossible Terms & Conditions.