**BID PROPOSAL**

**Client information**

Boxes Galore  
1234 Jean St.  
Atlanta, GA, 30301  
404-555-5555  
kathy@boxesgalore.com

**Contractor information**

Pretty Penny Media  
5678 Green Ave.  
Atlanta, GA, 30301  
404-555-5555  
tammy@prettypenny.media

**Job name**

Boxes Galore Rebrand

**Job summary**

Pretty Penny Media has expertise in developing brands through creative services. The agency will create a logo, build a brand guide, execute a branding shoot, and redesign the website to reinvigorate Boxes Galore's brand and prepare for its launch. A brand will be built for the client through these services:

**Logo:** We will provide 2-3 rounds of designs to decide on a new logo that meets the client's needs and appropriately represents their brand.

Brand guide: The logo design will inform the development of a brand guide that contains fonts, colors, and alternative marks.

**Branding shoot:** After determining the brand's colors and aesthetics, we will execute a branding shoot to take photos for social media and website content.

**Website design:** We will redesign and write the copy for Boxes Galore's new website, which will include about, shop, blog and contact pages.

Proposed project budget: This project is estimated to cost $2,000 in total. Pretty Penny Media reserves the right to bill an additional $75 per hour, upon mutual agreement, for any services rendered outside of this scope.  
  
**Terms and conditions:**These terms and conditions constitute an agreement with Boxes Galore and Pretty Penny Media. The amount is subject to increase if the scope of work or duration expands beyond the deliverables or expectancy. Upon payment, the deliverables will become the property of Boxes Galore. In case of termination, the client will pay a termination fee equal to $1,000 to the agency.  
  
**Project timeline**: After an agreement is reached, Pretty Penny will begin working on the project. The estimated completion date is approximately three months after the start.

**Client signature**

Kathy Lewis  
10/03/20XX

**Contractor signature**  
Tammy Bates  
10/03/20XX