

Freelance Proposal Help

**5 Things to Put in Your
Proposals To Get Client
Content Fast**

Worksheet

5 strategies that you can implement into your proposals today that help to prevent content collections issues from cropping up so you can finish your projects faster and get paid!

The number #1 thing to remember is to make content collection & management a priority, because if you don't, your clients won't either....

Strategy # 1: Content Due Date(s)

State in your proposal that all content and materials are needed upfront before you'll start the project....

--Use this in your proposals--

All content needed to complete the design work in this proposal agreement will be supplied by the client within (X) days after the 1st project payment has been received so we can start & complete the project by deadline.

--Use this in your proposals--

Strategy # 2: State Exact Content

Be descriptive in your proposals on exactly what content / materials you'll need for each product or service....

Here's an example of how we tell the client in our proposals exactly the content we need for each page so it's clear on exactly what they need to get to us

Website Pages Map & Content Needed

- **About Us:** (We need your team bios, mission statement, company history text and 1 image)
- **Product # 1:** (We need 2 product images, text description, all pricing and product variations info)
- **Contact Us:** (We need your location addresses and hours, phone numbers and social media links)

Strategy # 3: Content & Media Page

Have in your proposal a dedicated Content & Media page to address how content is collected, created & managed, etc...

Here are some of the points that we have on our Content & Media page

- 12 Month Content Marketing Calendar
- Content Needed From Client
- Content Developed by Us
- Content Implementation
- Content Copyright Policy
- Out of Scope Content
- Late Content Policy
- Content Due Date(s)

Strategy # 4: Content Implementation

Show how many hours you've allotted to content creation / management so you're not stuck endlessly adding & managing content...

---Use this in your proposals---

We have allocated (X) work hours for content creation and management. Additional content work above (X) /hrs needed will be quoted and billed separately - (if applicable).

---Use this in your proposals---

Strategy # 5: Late Content Policy

State in your proposals that if content is not received by this time, (\$X) is due to keep the project on timeline....

--Use this in your proposals--

If client does not supply content needed to complete the stated work in this proposal agreement in the time allocated, we reserve the right to collect payment(s) on the estimated due date(s).

--Use this in your proposals--



**TAKE
ACTION!**

Implement this in your
business today & close
bigger projects

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