

Freelance Proposal Help

Reduce Scope Creep With These 6 Proposal Hacks

Worksheet

Remember

Scope creep begins and ends with you...Not the client

Hack # 1

Be very detailed and descriptive in your proposals on the deliverables

Here is an example of how we clearly tell the client how a service works, what they get and the benefits of the service

Facebook Management Service

- Interface with client monthly to get content and post info
- Facebook page set-up, optimization & rebranding.
- 50-100 monthly content posts to Facebook
- Build more likes and shares
- Enable users to sign up for email list
- Build more reviews
- Drive more traffic back to website
- Monitor reputation and fan feedback & questions

Hack # 2

Offer 1 revision or change request in your proposals. Any changes after this are billed separately!

Revisions: *One revision / change request for the (product/service) deliverable is available in this service agreement to client. Additional revisions / change requests for (product/service) will be quoted and billed separately -(if applicable).*

Out of Scope Payments: *Any additional services, products and budgets needed for client that are outside of this service agreement will be managed and billed separately upon client notification and approval.*

Email sent to client for change request:

Hi,

You have requested a change request / revision to (product or service).

That's not a problem as you have one change request / revision that's included in the service agreement for this (product or service).

In an effort to keep the project on timeline & budget, after you approved this change request / revision.. any additional changes needed for this (product or service) will be quoted and billed separately.

Please approve or deny this change request / revision for (product or service).

Thanks so much!

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Hack # 3

Increase your pricing by 10-15% to buffer and scope creep and change requests

Hack # 4

Review proposals in detail with clients to ensure you're both on the same page regarding the ALL deliverables.

NEVER. Move forward on a project until you've done this and "are sure" the client "understands" what's included and what's not

Hack # 5

Have them initial your proposal pages (ie) Client acceptance - (initial) _____

Hack # 6

Have the client approve “in writing” each deliverable or milestone

Email sent to client for deliverable / milestone approval

Hi,

We have completed the website design and need you to approve / sign off on the design milestone so we can move it to the next development stage whereas we'll create the design into a working website prototype.

In an effort to keep the project on timeline & budget, we cannot move forward with the project until you approve this important project milestone.

After your approval, any additional changes needed for the design will be quoted and billed separately so please let us know of any changes now and / or your approval.

Thanks so much!

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**TAKE
ACTION!**

Implement this in your
business today & close
bigger projects

BONUS

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