

Read This First

Hi there! Thank you for your interest in Travel Tilt's travelancing resources. We know (from experience) that travelancing is the best way to work for yourself, see the world, and be the most fulfilled you can be—personally *and* professionally.

To jumpstart your success, there are a few important resources you'll need to make sure your offerings and your clients' expectations are clear – no matter what type of project you're working on.

This **Travelancing Contract Kit** includes two important documents that you'll find yourself using over and over again as you start to build your client pipeline:

A Fool-Proof Proposal Template

If you're completing projects of any kind on a freelance basis, especially those over \$400, a comprehensive yet clear proposal is essential to making sure you and your client understand each other. The enclosed proposal template includes sections for defining your scope of work, setting your price, and establishing a timeline.

A Handy Milestone Sign-Off Form

Getting client feedback and sign-off on important accomplishments and milestones throughout a project is a great way to communicate progress. It's also an important step in making sure you're not liable for previously-approved items or additional work down the line. The single-page template enclosed facilitates that mutual accountability in minutes.

An Important Disclaimer

While we're passing on information and resources that have served us well in the past, it's important to understand that we are not accountants or lawyers and you should feel free to consult both if you have any questions or use what you've just downloaded. Read more about this in our Disclaimer section below.

How to Use the Proposal Template

When you read through this document, you'll see that a lot of the content is reflective of a website development project. If that's what you do — great! If not, you'll likely need to spend a bit more time customizing the highlighted areas for the document to make sense.

The good news? **Everything you need to customize is highlighted in yellow**. Change the copy, and un-highlight as you go. It's that simple.

1. Quickly Add and Save Your Personal Information

To start, add your personal information to these fields and save the template:

1. **my_company** (*your name*)
2. Your Logo
3. Your Phone Number, Email, and Address
4. Your Payment Methods & Terms (*Schedule B*)
5. Agreement Terms (*confirm that they apply to what you do*)

Once completed – save this version. Congratulations, you have your own custom Proposal Template! Updating these fields first will save you time editing future proposals.

2. Find and Replace Common Variables

We added easy-to-replace common variables for you and your clients in this template so that it's easy to find and replace them with custom information. See below:

- **my_company** – this is your name or the name of your company
- **logo** – this image should be replaced with your logo
- **client_project** – this is the title of the project; e.g. Client Website Redesign
- **client_name** – this is the name of your main point of contact
- **client_company** – this is the name of the client's company (may be same as client name)
- **client_website** – this is the URL of the client's website

3. Customize In Full Before Submitting to a Client

As mentioned above, **everything you need to customize is highlighted in yellow**. Make sure you edit all these areas before sending to a client. Pro tip: **always** send your client an exported PDF – **never** an editable document.

Remember, if you have any questions about terms or conditions outlined in this document, we encourage you to reach out to a legal and/or financial professional for additional guidance.

How to Use the Milestone Sign-Off Template

Similar to the Proposal Template we provided, (which we hope you're using!) this Milestone Sign-Off form is a great way to keep you and your client updated on the status of a project.

The good news? **Everything you need to customize is highlighted in yellow.**

1. Quickly Add and Save Your Personal Information

Add/edit these fields and save the template:

1. **my_company** (your name)
2. Insert your logo

Once completed – save this version. Congratulations, you have your own custom Milestone Sign-Off Template! Updating these fields first will save you time getting approval on important accomplishments throughout your project.

2. Customize In Full Before Submitting to a Client

As mentioned above, **everything you need to customize is highlighted in yellow.** Make sure you edit all these areas before sending to a client. Pro tip: **always** send your client an exported PDF – **never** an editable document.

Remember, if you have any questions about terms or conditions outlined in this document, we encourage you to reach out to a legal and/or financial professional for additional guidance.

Disclaimer

We cannot be held liable for the use/misuse of these materials. The materials are intended for demonstration and example purposes.

No Rendering of Advice

The information contained within these documents is provided for informational purposes only and is not intended to substitute for obtaining contract advice from a professional lawyer. Presentation of the information via the internet is not intended to create, and receipt does not constitute, a lawyer-client relationship. Internet subscribers, users, and online readers are advised not to act upon this information without seeking the service of a lawyer.

Accuracy of Information

While we make reasonable efforts to furnish accurate and up-to-date information, we do not warrant that any information contained in or made available through these documents is accurate, complete, reliable, current or error-free. We assume no responsibility for any errors or omissions in the content of these documents or such other materials or communications.

Disclaimer of Warranties and Limitations of Liability

These documents are provided on an “as is” and “as available” basis. Use of these documents is at your own risk. Our affiliates and we disclaim all warranties. Neither our affiliates nor we shall be liable for any damages of any kind due to the use of these documents.