

# Charlotte Evans Writing LLC

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Date

CLIENT'S NAME AND PROJECT DETAILS

PROJECT SCHEDULE OVERVIEW:

NOTES:

BREAKDOWN OF PAYMENT:

PROPOSED DEADLINES

1st Draft: (1) \_\_\_\_\_  
(3) \_\_\_\_\_

(2) \_\_\_\_\_  
(4) \_\_\_\_\_

Final Draft: (1) \_\_\_\_\_  
(3) \_\_\_\_\_

(2) \_\_\_\_\_  
(4) \_\_\_\_\_

Phase 1 Description:

Phase 2 Description:

Phase 3 Description:

Phase 4 Description: