

Template, Bid Acceptance — PCS Creative Services, LLC

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date]October 16, 2014

Paula Sageser  
Web Designer  
PCS Creative Services, LLC  
5141 Caribbean Way  
Murray, UT 84107

Dear Paula Sageser:

We are pleased to inform you that we have chosen to accept your bid [number], dated [click to select date], to perform [type of work] services virtually/via telework at a cost of \$[amount].

According to the terms of your bid, we expect you to begin work immediately upon receipt of this letter, and to complete work no later than [click to select date]. We will issue payment within 30 days upon satisfactory completion of work.

We have accepted and agree to your list of expectations for providing this work which we have signed and included with this acceptance letter. You have accepted and agree to our list of expectations for the work which are also signed by you and included with this letter.

We look forward to working with you.

Sincerely,

[Your Name]  
[Title]

PCS Creative Services, LLC list of expectations for bid [number] :

1. It is my expectation that you will pay the invoice I submit, for the work we have mutually agreed upon, on time.
2. If you cancel the job, you will pay me for the time and effort I have spent working on your project as long as I have met your expectations for the work up to the time of cancellation.
3. The project will be clearly described so that the bid I give you, and the hours I estimate it will take to complete it, is realistic. If you do not yet have clear requirements defined, the bid will be based on hourly work, and I will track my hours spent on each milestone we agree on.
4. If you decide to make significant changes or additions to the project, you will communicate those changes to me and we will agree on the extra cost involved in making them, if any.
5. Because not all projects can be clearly defined up front and changes are often required once work has begun, I will be flexible and open to the changes you want and you agree that those changes may add hours to the work required to finish your site. If this occurs, you will allow me to update your bid to include the extra time and effort.
6. You will provide me with the information, content, and any existing artwork or files we have agreed upon me using, in a timely manner, so I can complete your project on time.
7. You will grant me the access I need to upload your content to your Web host and test to make sure it is working correctly, in a timely manner, so I can complete your project on time.
8. If you have any concerns or issues, you will call me ASAP so I may resolve them.

*While it is not an expectation, merely a hope, it is my hope that you love your site and the content I've made for you enough to give me a recommendation, whether on LinkedIn or Facebook or by email or even Twitter. I'll be happy to reciprocate by featuring your site/business in my tweets, Facebook posts, and from my website. Ideally, I would like to know how your site has performed and whether it has helped your business achieve the results you were looking for. I would be very grateful if you could take the time to provide me with some comments that I can use in my portfolio. Please include the results you felt you achieved from working with me and how you felt about your project's turnaround time, my work ethic, and if we met your overall goals.*