
DATE
NAME
COMPANY NAME
ADDRESS1

Dear Ms NAME,

Proposal and Quotation **QUOTENUMBER for **PROJECTNAME****

(note: We use legal and original versions of software for all development of works. Please refer to <http://www.bsa.org/singapore/> for more information on local intellectual property laws)

Thank you for giving us the opportunity to work with you. Below is the quotation we have prepared for your kind perusal. This document describes the project proposal, costing and timeline for the development of the website. **Please read through it carefully and thoroughly.**

Project Scope:

- **SCOPE1 (Allow multiline input as sometimes scope can be 3-4 bullet points.)**

Our quote for this project is **S\$TOTALFEE** Nett.

Payment Schedule:

1. Deposit disbursed: **\$DEPOSIT** Nett – Upon start of project.
2. Amount disbursed: **\$TOTALFEE** Nett – Upon upload of all assets to client.

Please fax us the confirmation slip (last page) if you are satisfied with our proposal. This quote is valid for 7 days and we reserve all rights to amend the quotation after this period.

For more enquires, please contact me at +65 96832831 or shen@h1studio.com.

Thank you.
Shen Heng
Creative Director

Confirmation Slip QUOTENUMBER Quote for PROJECTNAME

My company, _____, agrees to undertake **H1studio** for the project based on the quotation.

Project Scope:

- **SCOPE1 (Allow multiline input as sometimes scope can be 3-4 bullet points.)**

Our quote for this project is **\$TOTALFEE** Nett.

Payment Schedule:

1. Deposit disbursed: **\$DEPOSIT** Nett – Upon start of project.
2. Amount disbursed: **\$TOTALFEE** Nett – Upon upload of all assets to client.

Please make payment via Cheque to H1Studio.

We acknowledge that H1Studio reserves the right to charge a late payment fee (1.5% per day of outstanding payment) upon non-payment of issued invoices (30days) and reminders. H1studio also reserves the right to terminate this project upon any non-payment from the Client.

If we decide to terminate the project at any time, the part payments will be non-refundable.

Name:

Designation:

Company Stamp:

Date:

Please note: This is a computer generated invoice / receipt. Date due within 30 days from date of issue. H1Studio reserves the right to charge a late payment fee (1.5% per day of outstanding payment) upon non-payment of issued invoices and reminders. H1studio also reserves the right to terminate this project upon any non-payment from the Client. The intellectual property of all concepts, artwork images, animations, programming code created by h1studio for the entire project remain the exclusive property of H1studio, unless otherwise stated in the contract. Original images / content / animations / videos from client retain respective copyright ownerships. In the event that the client wishes to make use of any items outside the scope of this project, H1studio reserves the right to levy an extra fee and / or have credit mentioned to H1studio.

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Invoice QUOTENUMBER:

Items	Invoice & Quote No:	PO No:	Unit	Fee
SCOPE1	QUOTENUMBER		1	\$ TOTALFEE
DEPOSIT			1	\$ DEPOSIT
Total				\$ TOTALFEE- DEPOSIT

Payment Due: \$TOTALFEE-DEPOSIT NETT

Date due within 30 days from date of issue. H1Studio reserves the right to charge a late payment fee (1.5% per day of outstanding payment) upon non-payment of issued invoices and reminders. H1studio also reserves the right to terminate this project upon any non-payment from the Client.

Thank you.
Shen Heng
Creative Director

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