

# Fee proposal template

## ASSISTANT

|                             |  |
|-----------------------------|--|
| Full name                   |  |
| Full address, incl. country |  |
| Your mobile phone number    |  |
| Your email address          |  |

| Output to be delivered                                                                                                                                                                                                                                                                                                                                                                                                                          | Output                                                                                                          | Your fee proposal (in INR) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------|
| Opening communication channels with three suitable manufacturers and/or factories who will be able to manufacture products to our specification and meet our requirement, including all actions and tasks aiding achieving this output and leading to its realisation.<br>Please provide a fee for delivery of the complete output.                                                                                                             | We are in touch with three suitable manufacturers and/or factories                                              |                            |
| Representing us in all discussions with the manufacturers on our behalf to agree manufacturing process as per specification.<br>Please provide a fee for one hour of your work on this output.                                                                                                                                                                                                                                                  |                                                                                                                 |                            |
| Obtaining samples of fabrics, products, and finishes.<br>This may be delivered by manufacturer, or you may be asked to post it to us. We will cover the postage and packaging cost, if required.<br>Please provide a fee for delivery of the complete output.                                                                                                                                                                                   | We received samples of fabrics, products, or finishes.                                                          |                            |
| Translating documents and specifications, or translate any discussions via email or voice, or act on our behalf discussing matters with partners who cannot communicate in English, always acting in our best interests.<br>Please provide a fee for one hour of your work on this output.                                                                                                                                                      |                                                                                                                 |                            |
| Representing us before candidates for other roles within the business, who cannot communicate in English, and/or help them with the processes required to complete their application or contract.<br>Please provide a fee for one hour of your work on this output.                                                                                                                                                                             |                                                                                                                 |                            |
| Liaising with another freelancer/s to organise photoshoot, including but not limited to venue hire, accommodation booking, travel booking, expenses logging, communicating with photoshoot candidates and providing them with joining information, and organising the photoshoot on the day, overseeing all required activities which will aid successful completion, as required.<br>Please provide a fee for delivery of the complete output. | The photoshoot and all associated tasks, including booking accommodation and travel is organised and scheduled. |                            |
| Oversee the production and sample producing, organise delivery of the finished product with the manufacturing and undertake quality checks.<br>Please provide a fee for delivery of the complete output.                                                                                                                                                                                                                                        | Periodical checks and quality checks are delivered.                                                             |                            |

