

# UPWORK PROPOSAL SAMPLE PDF

## 01- Web Design Template

"Client\_Name" , Hi!

Are you looking for a new way to generate more revenue through your website?

With a professionally designed online experience, you can take your online sales to next level.

While your website has a lot going on - such as the mobile friendly design, there are steps you can take to improve its appearance and conversion potential.

My only goal for you: to redesign your website as a means for helping you generate more revenue.

Let's hop on a quick call to discuss this project further.

P.S: Is this the time to redesign your website? That answer is, "May be, Yes".

Best,  
"Name"

## 02- Web Design/ Development

Hi "Client\_Name"! I read every single part of your job details and understand you're searching for a web development expert to help you with launching your new website.

Over the past 3+ years, I've designed and developed successful WordPress websites for many clients.

You will get a fully functional website with premium plugins installed and that too with a paid theme.

I have a few questions in my mind regarding themes, layouts, and the overall aesthetic look of the website.

Here's the link to the previous work I've done for my clients, "Link".

Let's hop on a call to discuss the project further.

Best,  
"Name"

## **03- SMM/ Marketing**

"Client\_Name", Hi! Do you just want followers or followers that turn into buyers?

If it's the latter, then I am surely going to help you with my expertise in Social Media Marketing (SMM)

Your BRAND is awesome and I just can not wait to promote it.

I'd love to market your brand via:

- Instagram
- Facebook
- Twitter
- Pinterest

I can manage and create wonderful/ powerful posts with brilliant captions.

Let's hop on a call if you want more followers that turn into buyers.

P.S: I have a great strategy plan in my mind that I'd love to discuss with you.

Let's talk and grow your brand's online presence.

Best,  
"Name"

Wait, There's more! Are you working on Fiverr as well and do not know how to write an engaging Buyer Request? Here are the Tips for Writing Killer Buyer Request on Fiverr.

## **04- Article/ Blog Writing Template**

" Thank goodness for '**Your\_Name**' - he writes my blog perfectly and on time - every single time"

That's just one piece of feedback from my previous client - checkout my portfolio to get thrilled with my work. "Link"!

I have a few questions about your project and want to be sure we are on the same page.

Do you have time for a quick kick-off call? I'd love to learn more about that project and share my approach.

P.S: I just loved your website's look. It's amazing.

Best,  
"Name"

## **05- Copywriting Proposal Sample**

"Client\_Name", Hi!

With my copy, your viewers will turn into buyers! Your job posting caught my eye when I read that you are looking for a copywriter.

I may not seem to be the perfect candidate but I'm very close to it.

You need SALES not words, right? If that so, I'd love to bring you more sales by writing some great copy for your website.

With my copy, your viewers will turn into buyers!

I offer quality work with perfect grammer and zero plagiarism.

No, I don't use A.I tools. Pun intended!

P.S: Need to discuss it in details? Hop on a quick call anytime later.

Best,  
"Name"

## **06- Virtual Assistant Proposal Template**

Hi "Client\_Name"!

I read your job posting really well.

I see you're looking for a VA to take some stress/ load off of you. I can start working right away.

Potential hours I can work in a day: 4-8 hours/week

As a VA, I'd love to handle your Shopify or Amazon account, and my services are based on product hunting/ sourcing/ listing optimization.

You will be getting time to time updates on the work, and I'll make sure to handle everything with top priority.

P.S: Let's Hop on a quick call to discuss more. Can you do \_:\_ tomorrow?

Waiting for your response.

Best,  
"Name"

## 07- Graphic Design Job Proposal Template

"Client\_Name", Hi!

You need appealing VISUALS? VISUALS that will stay in your customers' mind forever?

Well, you hit the bull's eye.

Here's the link to my previous work,

"LINK"

I'd love to talk with you and I have some questions triggering in my mind that I'd love to ask about:

- Branding
- Color Palette
- Your logo/ website design concept

P.S: Let's hop on a quick 10-minutes call.

Waiting,

"Name"