Please define your project:

I need _____ blog posts/articles per week/month

Piece length should be: ________ words.

The topic(s) will be:____________________________

Credit: _____ ghostwriting OR _____ can have a byline with link to freelancer’s site

The person who needs to come up with the post/article ideas is:_______________ [Client or freelancer]

These pieces ____ will _____ will not require interviews.

Will company team members need to be interviewed? YES/NO

The person I will report to at your company will be ________________

The proposed pay rate per piece is ____________.

Who will own the work? ________________ [Client or freelancer]

Who is responsible for marketing the posts on social media? ________________ [Client or freelancer]
Who is responsible for finding and uploading images? __________________________ [Client or freelancer]

Who is responsible for scheduling and publishing the pieces? __________________________ [Client or freelancer]

My normal terms are 50% up front the first month with the remaining half on delivery, with terms of net 30 days. Is that acceptable? ___YES/___I need a different payment plan.