

OUTSOURCING TEMPLATE

TEMPLATE FOR WRITING WORK

I would like [writing project such as e-book or 12 articles].

Content would be geared toward [your target market such as dentists or millennials].

The goal of the content would be [your goal such as get readers to sign up for my monthly membership or encourage readers to hire me as their coach].

The tone and style of the writing should be [upbeat / trendy / professional / casual / formal].

My deadline is [date]. This will be a [hourly / fixed rate] project lasting for [6 weeks / 3 months / 6 months], requiring an estimated [12 / 25 / 50] hours of work.

Materials

I already have [a blog / e-book / articles], which you can find here: [URL]. I think this content captures my [voice / ideas / inspiration].

Examples

You can get an idea of the style I prefer here: [URL]. What I like about this example is [tone / structure / subject matter].

Requirements

- Willing to Sign Non-Disclosure Agreement
- Availability for [Skype Calls / Facebook Chats / Emails]
- Experience in [Copywriting / Blogging / Advertising] preferred
- Willing to Revise or Edit Content as Needed

CONTACT ME

If you're interested in the project, please respond with a proposal and [2] samples of your writing.