**Client name**

Client address, nr.

Zip Code / City

VAT: XX-XXXXX

**Client nr.:** 123456

**Order confirmation nr.:** 20XX/XX

**Date:** DD.MM.YYY

Hello [Client name],

Thank you very much for accepting my proposal. I’m looking forward to start working with you.

Please find below a detailed list of the work to be completed:

***ORDER CONFIRMATION***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Title/Description** | **Cost** | **Unit** | **Qty** | **Subtotal** |
| **1.** | **WordPress Web Design** | **$50** | **/hr.** | **100** | **$5,000** |
|  | Start with mockups, 10 pages and site structure. Discussion to see if mockups need any edition, with the OK moving forward to the actual design. | | | |  |
| **2.** | **Hosting and maintenance** | **$100** |  |  | **$100**  **(monthly)** |
|  | Ongoing technical support and hosting per e-mail and phone call. | | | |  |
| **3.** | **Task / Service title description** | **$/€/£** |  |  | $XXX |
|  | Describe more precisely what the task is about and what it’s included. Any special note can be included here. | | | |  |
|  | **Subtotal** | | | | **$5,000** |
|  | Discount (X%) **-** *Optional* | | | | $ 100 |
|  | VAT (X%) / Reverse charge VAT nr. | | | | $ 1,345 |
|  | **Total due** | | | | **$ 5,000** |