YOUR  
LOGO

**COMPANY NAME**

PODCAST EDITING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for your podcast editing needs. We specialize in helping creators produce professional, high-quality episodes that engage listeners and grow audiences.  
  
Our services are designed to streamline your production process so you can focus on content while we handle the technical details.

# Problem or Opportunity

[Client Name] is producing valuable podcast content but requires professional editing support to ensure episodes are polished, consistent, and listener-friendly. Without proper editing, issues such as poor audio quality or inconsistent pacing may affect audience retention.

# Proposed Solution

We propose a comprehensive podcast editing service that includes cleaning up audio, removing filler content, adding music or intro/outre segments, and preparing episodes for publishing.  
  
Key Benefits:  
- Clear, balanced audio with reduced background noise  
- Streamlined episode flow  
- Consistent quality that builds listener trust

# Scope of Work

Our podcast editing service includes:  
  
- Audio cleanup (noise reduction, leveling, EQ)  
- Removal of mistakes, filler words, and dead space  
- Insertion of intros, outros, and music (provided by client or sourced)  
- Final mastering and formatting for platform compatibility  
- Optional show notes and transcription support

# Timeline

Estimated delivery schedule for each episode:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Turnaround Time |
| Raw Audio Submission | Client submits recorded episode | Day 0 |
| Editing & Post-Production | Audio cleanup, cuts, additions | Within 2 business days |
| Client Review | Client reviews and provides feedback | Within 1 business day |
| Final Delivery | Episode finalized and delivered | Within 1 day after approval |

# Pricing

Cost breakdown for services per episode or per package:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Basic Editing | Audio cleanup, trimming, basic mastering | [Amount] per episode |
| Advanced Editing | Includes intro/outro, music, complex edits | [Amount] per episode |
| Show Notes / Transcription | Optional add-on services | [Amount] |
| Monthly Package | Up to [X] episodes/month | [Package Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] helps pod casters and content creators elevate their audio quality through expert editing and post-production.  
  
- Experience: [X] years of podcast editing  
- Tools: Professional software including Adobe Audition, Audacity, and more  
- Mission: To make podcasting easier, more efficient, and professional for every creator

# Case Studies / Testimonials

Case Study: [Previous Client Name]  
  
- Project: Weekly business podcast editing  
- Outcome: Improved episode quality, higher listener retention, streamlined publishing workflow  
  
Testimonial:  
“[Your Company Name] has taken our podcast to the next level. Their attention to detail and fast turnaround is unmatched.” — [Client Name], [Title], [Podcast Name]

# Terms and Conditions

Payment Terms: Monthly or per-episode billing. 50% deposit for packages.  
Cancellation Policy: Cancel anytime with 7 days’ notice.  
Delivery Format: MP3 or WAV files, optimized for all major podcast platforms.

# Acceptance

To move forward with your podcast editing plan, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client’s Printed Name]  
Title: [Client’s Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_