YOUR  
LOGO

**COMPANY NAME**

VOICE-OVER CASTING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to manage your voice-over casting needs. We specialize in providing professional voice talent across multiple languages, tones, and industries to ensure your content resonates with the target audience.  
  
This proposal outlines our approach to delivering high-quality voice-over casting services for [Client Name].

# Project Objectives

The primary goals are:  
  
- Source and recommend voice-over talent aligned with brand tone and project requirements  
- Ensure high-quality recordings with professional sound standards  
- Manage end-to-end casting, recording, and delivery processes  
- Provide seamless coordination and support for voice-over projects

# Proposed Services

Our voice-over casting services include:  
  
- Talent sourcing and audition management  
- Voice sample curation and client recommendations  
- Coordination of recording sessions (studio or remote)  
- Quality control and post-production editing  
- Delivery of final voice-over files in required formats  
- Ongoing support for revisions and updates

# Scope of Work

Scope includes:  
  
- Initial consultation to understand project scope and voice requirements  
- Sourcing and presenting shortlisted voice-over talent  
- Managing audition recordings and client approvals  
- Overseeing recording sessions and ensuring quality standards  
- Delivering final edited voice-over files  
- Providing support for feedback and revisions

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Talent Sourcing | Define requirements and shortlist voice talent | [Start Date] |
| Audition & Client Approval | Manage auditions and client selections | [Date] |
| Recording & Production | Conduct recording sessions and post-production editing | [Date] |
| Delivery & Revisions | Deliver final files and handle revisions | [Completion Date] |

# Pricing

Estimated cost breakdown for voice-over casting services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Talent Sourcing & Auditions | Identify and manage voice-over auditions | [Amount] |
| Recording Session Coordination | Manage studio or remote recordings | [Amount] |
| Post-Production Editing | Ensure quality control and final edits | [Amount] |
| File Delivery & Revisions | Deliver final voice-over files and handle revisions | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of voice-over casting and production services, helping brands bring their content to life with the right voice talent.  
  
- Experience: [X] years in voice-over casting and audio production  
- Expertise: Multilingual voice-over, industry-specific talent sourcing  
- Mission: To connect brands with the perfect voice talent for impactful communication

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Voice-over casting for a global e-learning platform  
- Outcome: Successfully sourced and managed multilingual voice talent for 50+ training modules  
  
Testimonial:  
“[Your Company Name] delivered top-quality voice-over casting, ensuring consistency and professionalism across all our content.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes talent sourcing, casting management, recording, and delivery.  
Client Responsibilities: Provide project briefs, scripts, and approval feedback.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this voice-over casting proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_