

# FAQ Set: Business Skills for Creative Freelancers

## Pricing

### **Q: How should I set my prices as a creative freelancer?**

A: Research industry rates, consider your experience, project complexity, and client budget. Value your skills fairly and adjust as you gain confidence.

### **Q: Should I offer discounts or payment plans?**

A: Discounts can be strategic for long-term clients or larger projects. Payment plans help clients manage budgets but ensure agreements are clear.

## Proposals

### **Q: What should a good proposal include?**

A: A clear scope of work, deliverables, timelines, pricing, payment terms, and any assumptions or exclusions.

### **Q: How do I follow up on a proposal?**

A: Send a polite, professional follow-up after a reasonable period (e.g., one week). Reiterate your interest and ask if they have questions.

## Client Communication

### **Q: How do I set boundaries with clients?**

A: Communicate your working hours clearly, use contracts to define scope, and be firm but polite about changes or additional requests.

### **Q: What if a client is late with payment?**

A: Send a friendly reminder first, then escalate with a formal late payment notice if needed. Keep records of all communications.

## General

### **Q: How can I manage work-life balance?**

A: Prioritize tasks, set clear work hours, schedule breaks, and use tools to organise your time effectively.

### **Q: How important is networking?**

A: Very important. Building relationships can lead to referrals, collaborations, and learning opportunities.