

## **YOUR VO RATE CARD TEMPLATE**

### **INSTRUCTIONS**

Below are instructions on how to customize your template to create a personalized voiceover rate card!

All areas that are **highlighted in yellow** are to be adjusted with your own info.

- 1) Watch [this video](#) for some suggestions on how to navigate the new version of the GVAA rate guide when making your rate card
- 2) Change the “*YOUR NAME OR LOGO HERE*” section in the header by double clicking on it.
- 3) Set Your Rates. Not sure what to charge? Two resources to help you are (both searchable on Google):
  - *Global Voice Acting Academy Rate Guide*
  - *Gravy for the Brain Rate Guide*
- 4) If you'd like to add a colour background (like on this document):
  - a. Go to: Insert > Shapes
  - b. Click on the square
  - c. Drag the corner of the square to make it big enough to cover the entire page
  - d. Right click on the square and go to Wrap Text > Behind Text
- 5) Once you have the document customized to your liking, save it as a PDF, making sure to name the file properly, for example,  
“*FirstName LastName – 2026 VO Rate Card*”

And you're done! You're ready to send your own personalized rate card whenever a client asks for a quote.