**CONSULTING PROJECT PROPOSAL**

****

**PREPARED FOR**

**Client Name**

**PREPARED BY**

**Sender Name**

|  |  |
| --- | --- |
| **PROJECT NAME** |   |
| **SUBMITTED TO** |   | **COMPANY** |   |
| **CONTACT NAME** |   | **ADDRESS** |   |
| **PHONE** |   |
| **EMAIL** |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBMITTED BY** |   | **COMPANY** |   |
| **CONTACT NAME** |   | **ADDRESS** |   |
| **PHONE** |   |
| **EMAIL** |   |
| **WEBSITE** |   | **EST. START DATE** |   |

|  |
| --- |
| **PROJECT OVERVIEW** |
|   |
| **PURPOSE / GOALS** |
|  |

|  |
| --- |
| **TIMELINE / MILESTONES** |
| **OVERVIEW** |   |
| **MILESTONE** | **REPORTING** | **DEADLINE** |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |
|   |  |   |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **ACCOUNTABILITIES** |
| **WE’LL PROVIDE** |
|  |
| **YOU’LL PROVIDE** |
|  |

|  |
| --- |
| **WHY WE’RE THE BEST FIT** |
| **ABOUT US** |
|  |
| **OUR TEAM** |
|  |

|  |
| --- |
| **COST STRUCTURE** |
| **OVERVIEW** |   |
| **NEEDS / INVESTMENT** | **COST** |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
| **ESTIMATE TOTAL** |  |
| **PAYMENT TERMS** |
|  |

|  |
| --- |
| **TERMS & CONDITIONS** |
|   |
| **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** |   |
|  |

|  |
| --- |
| **ACCEPTANCE OF PROPOSAL** |
| **AUTHORIZED CLIENT SIGNATURE** |   | **DATE OF ACCEPTANCE** |   |