**COMPANY**

**LOGO**

**COMPANY NAME**

**PROPOSAL NAME**

**Proposal / Delivery / Date**

**PREPARED BY:**

**Preparer Name, Title**

**email address**

**PREPARED FOR:**

**Contact Name, Title**

**email address**

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| **MEETING YOUR NEEDS** | |
| **PROJECT OVERVIEW** |  |
| **WHY PROJECT IS NECESSARY** |  |
| **WHO WE ARE** |  |
| **WHY WE’RE THE BEST FIT** |  |

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| --- | --- |
| **ACHIEVING YOUR GOALS** | |
| **DELIVERABLE 1** |  |
| **DELIVERABLE 2** |  |
| **DELIVERABLE 3** |  |
| **DELIVERABLE 4** |  |

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| --- | --- |
| **MEASUREMENTS OF SUCCESS** | |
| **QUANTIFIABLE RESULT 1** |  |
| **QUANTIFIABLE RESULT 2** |  |
| **QUANTIFIABLE RESULT 3** |  |
| **QUANTIFIABLE RESULT 4** |  |

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| **TIMELINE** | |
| **PHASE 1** | |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
|  |
| **PHASE 2** | |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
|  |
| **PHASE 3** | |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
|  |
| **PHASE 4** | |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
|  |
| **PROJECT ANALYSIS UPON COMPLETION** | |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
|  |

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| **BREAKDOWN OF COSTS** | | |
| **ITEM** | **DESCRIPTION** | **COST** |
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| **SUBTOTAL** | |  |
| **TAX** | |  |
| **GRAND TOTAL** | |  |

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| **HOW TO PROCEED** |
| 1. ACCEPT PROPOSAL AS IS 2. -OR- DISCUSS CHANGES / REQUEST REVISIONS 3. FINALIZE CONTRACT 4. SIGN CONTRACT 5. MAKE ANY REQUIRED INITIAL PAYMENT |

|  |  |  |  |
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| **TERMS & CONDITIONS** | | | |
|  | | | |
| **AUTHORIZED PREPARER SIGNATURE** |  | **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** |  | |
|  | | | | |
| **ACCEPTANCE OF PROPOSAL** | | | | |
| Proposed costs, specifications, and conditions detailed above are accepted, and specified work is authorized to begin on the agreed upon date. Payment for services rendered will be made as specified. | | | | |
| **AUTHORIZED  CLIENT SIGNATURE** |  | **DATE OF ACCEPTANCE** |  | |