

PROPOSAL TEMPLATE

1. Proposal Title

_____ [Enter the title of the proposal]

2. Date of Submission

_____ [MM/DD/YYYY]

3. Submitted By

Company Name: _____ [Enter company name]

Contact Person: _____ [Full name]

Position/Title: _____ [Job title]

Address: _____ [Company address]

Email: _____ [Contact email]

Phone Number: _____ [Contact number]

4. Submitted To

Client/Organization Name: _____ [Client or organization name]

Contact Person: _____ [Full name]

Position/Title: _____ [Job title]

Address: _____ [Client address]

Email: _____ [Client email]

Phone Number: _____ [Client phone number]

5. Executive Summary

_____ [Brief summary of the proposal, including goals and expected results]

6. Project Scope and Objectives

_____ [Detailed description of the work to be performed, key deliverables, goals, and expected impact]

7. Timeline

Start Date: _____ [MM/DD/YYYY]

End Date: _____ [MM/DD/YYYY]

Milestones:

- _____ [Describe milestone 1]
- _____ [Describe milestone 2]
- _____ [Describe milestone 3]

8. Budget and Fees

Total Amount Proposed: \$ _____ [Total cost]

Breakdown of fees (if applicable):

- _____ [Description of service or item] – \$ _____
- _____ [Description of service or item] – \$ _____

Payment Terms: _____ [E.g., 50% upfront, 50% upon completion / Net 30, etc.]

9. Terms and Conditions

- This proposal is valid until _____ [MM/DD/YYYY].
- All deliverables will be provided according to the schedule above unless otherwise agreed upon in writing.
- Modifications to the scope must be agreed in writing by both parties.

- The client retains ownership of all proprietary materials provided.
- Intellectual property created by the provider during this project shall remain with _____ [Specify: the client or the provider].
- Confidentiality and data protection obligations shall apply to both parties.

10. Acceptance and Signature

The undersigned agree to the terms and conditions outlined in this proposal.

Accepted by Client:

Name: _____
Title: _____
Signature: _____
Date: _____ [MM/DD/YYYY]

Submitted by Provider:

Name: _____
Title: _____
Signature: _____
Date: _____ [MM/DD/YYYY]

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