

Proposal: [Service] for [Client]

Prepared for

[Client name, title]

Prepared by

[Your company]

Date

[Date]

Valid until

[Date]

Executive summary

[Client] wants to [goal]. We recommend [solution], which will [main outcome] starting [date].

Your needs

Scope of services

Service	Frequency	Deliverable
[Service 1]	[Weekly]	[Report / output]
[Service 2]	[Monthly]	

Not included: [exclusions].

Investment

Option	What is included	Monthly fee
Essential		\$
Standard (recommended)		\$
Premium		\$

Why [Your company]

Next steps

To accept, sign below or reply by [date]. We will schedule a kickoff within [5] business days.

Client signature

Date