

Business Proposal

This business proposal (the "**Proposal**") is entered into on [REDACTED] (the "**Effective Date**"), by and between [REDACTED], with an address of [REDACTED] (referred to as the "**Provider**"), and [REDACTED], with an address of [REDACTED] (referred to as the "**Client**"), collectively "the **Parties**."

[Prepared For]

- [Client's Full Name]
- [Client's Mobile]
- [Client's Email]
- [Client's Company]

[Prepared By]

- [Provider's Full Name]
- [Provider's Mobile]
- [Provider's Email]
- [Provider's Company]
- [Proposal Number]

[Proposal Details]

- [Proposal Title]
- [Proposal Reference]
- [Proposal Valid Until]

[Executive Summary]

1. Use this section to summarize the client's needs, the proposed solution, and the value the Provider will deliver.

[SUMMARY OF CLIENT NEEDS, PROPOSED SOLUTION, AND KEY BENEFITS]

[Scope & Deliverables]

2. Primary service or product: [REDACTED].
 - 2.1. Key deliverables and milestones:

- A. Deliverable 1: _____ - Due by [DATE].
- B. Deliverable 2: _____ - Due by [DATE].
- C. Final delivery: _____ - Due by [DATE].

[Pricing & Payment Terms]

3. List the expected fees and payment details for this proposal:

- A. Service fee: _____
- B. Optional expenses: _____
- C. Tax treatment: _____

3.1. Pricing summary:

Item	Fee	Qty	Subtotal
Primary service			
Optional service			

3.2. Total proposal fee: _____ (incl./excl. taxes).

[Assumptions & Exclusions]

- 4. List any items outside the agreed scope, client responsibilities, or dependencies that could affect delivery.
- 4.1. Changes to the scope should be confirmed in writing before work begins.

[Validity & Acceptance]

- 5. This proposal is valid until the date shown above. Acceptance confirms the scope, fees, and timeline described in this document.
 - A. Acceptance date: _____.
 - a. Additional approval: _____.
 - B. Change request: _____.
 - a. Written confirmation: _____.

[Confidentiality]

6. Both parties should keep confidential information shared for this proposal private and use it only to evaluate or deliver the proposed work.
- 6.1. The Provider retains ownership of pre-existing materials. Ownership of final deliverables can be defined in the agreed scope or final contract.

[Changes]

7. Any change to the scope, timeline, fees, or deliverables should be agreed in writing by both parties.

[Signatures]

8. The parties agree to the business proposal terms above as demonstrated by their signatures below.

The parties confirm the information in this business proposal by signing below:

Provider

[NAME OF PROVIDER]

Client

[NAME OF CLIENT]

[SIGNATURE]

Date:

[SIGNATURE]

Date: