

Project Proposal

Prepared by [Agency Name] | Submitted to [Client Name] | getsagely.co

01. Project Overview

Client Name
Agency Name
Date
Project Title
Project Type
Prepared By

02. Executive Summary

Brief description of the project, the agency's approach, and why this proposal is the right fit.

03. Project Scope

WHAT'S INCLUDED
Item 1
Item 2
Item 3
Item 4
Item 5
Item 6

WHAT'S NOT INCLUDED
Item 1
Item 2
Item 3
ASSUMPTIONS
1.
2.
3.

04. Deliverables

Deliverable	Description	Format	Due Date

05. Timeline and Milestones

Phase	Milestone	Start	End	Owner

06. Investment

Service	Description	Hours	Rate	Total
Total Project Investment				
Payment Terms				
Deposit Amount				

07. Terms and Conditions

Proposal Validity
Revision Policy
IP Transfer
Confidentiality

08. Sign-off

AGENCY	CLIENT
Name	Name
Title	Title
Signature	Signature
Date	Date