

Business Proposal Template

Putting together a compelling proposal is hard work. This helpful template makes each step of the process more clear and that can help you grow your business.



Proposal Guide

A proposal is a path to growing and solidifying a business relationship. Writing a good proposal takes time, patience, and above all, thought. Our proposal template serves as a starting point. It must be modified for your company and the specific project.

1. **Read Our Proposal Tips**

First read our proposal tips. Our tips help you to get started and help you to discern what should and should not be included in your proposal.

2. **Fill Out the Relevant Info**

Begin filling out the content. Included in the Word™ template are each of the content entry fields and descriptions of what content is most appropriate.

3. **Customize the Template for Your Brand**

Make sure you insert your logo and brand name/information everywhere. Even your use of your brand font and colors to make this template your own. Remember clean and simple are always best.

OUR PROPOSAL STRUCTURE:

1.0 Project Analysis

- Situation Overview
- Project Objectives
- Project Requirements

2.0 Statement of Work

- Scope of Work
 - Phase 1: XXX
 - Steps:
 - Deliverables:
 - Milestones:
 - Timing:
 - Fees & Expenses:

NOTE: Repeat for Each Phase

3.0 Cost Summary

- Effort, Cost & Timing Recap
- Cost table

4.0 Project Assumptions

- Assumptions
- Client Responsibilities
- Risks

5.0 Company Info

- About Us
- Our Philosophy
- -Our Clients
- The Team

6.0 Compensation

- Fees
- Initial Payment
- Payment Schedule
- Revisions & Additions
- Rush Work
- Reimbursable Expenses
- Reimbursable & Implementation Budgets
- Records
- Late Payment
- Terms & Conditions
- Agreement