Business Proposal

PREPARED BY

Your business name

Street address

City, State ZIP

Email

Phone

Tax ID or registration number, if you have one

PREPARED FOR

Client name

Attention: contact name

Street address

City, State ZIP

Email

Proposal no.	
Date	
Valid until	

Summary

Two or three sentences: the client, the problem, your solution, the price and the time it takes.

What we heard

- A problem the client told you about
- Another problem or goal
- A deadline or constraint

Our approach

Phase	What you get	When

Investment

Phase	Qty	Rate	Amount
		Subtotal	
		Total investment	

Payment	Share	Amount

Why [your business name]

Two or three sentences on why you are the right choice: relevant work, your process, what makes you different.

Terms

- This proposal is valid until _____.
- Revisions included
- What happens with extra work
- Who owns the final work, and when

Next steps

1. Sign below to accept.
2. Payment or booking step

3.

What you do next

Acceptance

CLIENT

PROVIDER

Date

Date