**SOFTWARE PROJECT PROPOSAL TEMPLATE**

**SOFTWARE DEVELOPMENT PROPOSAL**

**PREPARED FOR**

**Client Name**

**PREPARED BY**

**Sender Name**

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| **PROJECT NAME** |   |
| **EST. START DATE** |   | **EST. FINISH DATE** |   |
| **SUBMITTED TO** |   | **COMPANY** |   |
| **CONTACT NAME** |   | **ADDRESS** |   |
| **PHONE** |   |
| **EMAIL** |   |

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| **SUBMITTED BY** |   | **COMPANY** |   |
| **CONTACT NAME** |   | **ADDRESS** |   |
| **PHONE** |   |
| **EMAIL** |   |

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| **PROJECT OVERVIEW** |
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| **PURPOSE / GOALS** |
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| **OBSTACLES** |
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| **INDUSTRY / MARKET RISK FACTORS** |
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| **BUDGETARY RISK FACTORS** |
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| **HARDWARE COMPATIBILITY** |
|  |
| **SOFTWARE EMPLOYED** |
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| **TIMELINE / MILESTONES** |
| **OVERVIEW** |   |
| **MILESTONE** | **REPORTING** | **DEADLINE** |
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| **DEPLOYMENT / DISTRIBUTION** |
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| **TESTING** |
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| **DOCUMENTATION** |
|  |
| **SUPPORT** |
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| **TRAINING** |
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|  |  |  |  |
| **COST STRUCTURE** |
| **OVERVIEW** |   |
| **NEEDS / INVESTMENT** | **COST** |
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| **ESTIMATE TOTAL** |  |
| **PAYMENT TERMS** |
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| **TERMS & CONDITIONS** |
|   |
| **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** |   |
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| **ACCEPTANCE OF PROPOSAL** |
| **AUTHORIZED CLIENT SIGNATURE** |   | **DATE OF ACCEPTANCE** |   |

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