**Business Proposal Template**

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**Business Proposal**

**Business Proposal**

**Proposal For:** Name

**Proposed By:** Name

**Contact Information:** Information

**Date:** MM/DD/YY

**Proposal ID:** 000

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# Executive Summary

|  |  |
| --- | --- |
| **Client Overview** |  |
| **Objective** |  |
| **Proposed Solutions** |  |
| **Key Outcomes** |  |
| **Call to Action** |  |

# Problem Statement and Client Need

|  |  |
| --- | --- |
| **Current Situation** |  |
| **Business Impact** |  |
| **Source and Validation** |  |

# Proposed Solution

|  |  |
| --- | --- |
| **Component** | **Explanation** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Benefits and Value Proposition

|  |  |
| --- | --- |
| **Benefit Category** | **Client Value** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Scope of Work and Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Description** | **Timeline** | **Owner** |
| Phase 1 |  |  |  |
| Phase 2 |  |  |  |
| Phase 3 |  |  |  |
| Phase 4 |  |  |  |
| Phase 5 |  |  |  |

# Pricing and Investment

|  |  |  |  |
| --- | --- | --- | --- |
| **Service / Item** | **Quantity / Period** | **Unit Cost** | **Line Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Investment** |  |  |  |

|  |
| --- |
| **Payment Terms** |
|  |

# Timeline

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Target Date** | **Notes** |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONTH 1** | **MONTH 2** | **MONTH 3** | **MONTH 4** | **MONTH 5** |
| **MONTH START**  | **01/0000** | **02/0000** | **03/0000** | **04/0000** | **05/0000** |
| **WEEK**  | **1** | **2** | **3** | **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Phases, Tasks** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Phase 1, Task A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Phase 2, Task B |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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# Terms and Conditions

|  |  |
| --- | --- |
| **Clause** | **Description** |
| Proposal Validity |  |
| Scope Changes |  |
| Payment Terms |  |
| Confidentiality |  |
| Support Terms |  |

# Call to Action and Acceptance

|  |  |
| --- | --- |
| **Item** | **Description** |
| Next Step |  |
| Client Signature |  |
| Provider Signature |  |
| Primary Contact |  |

# Appendices

|  |  |
| --- | --- |
| **Appendix** | **Description** |
| Appendix A |  |
| Appendix B |  |
| Appendix C |  |
| Appendix D |  |

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