

BUSINESS PROPOSAL

Proposal No.: BP-0001

Date: [DD/MM/YYYY]

Valid until: [DD/MM/YYYY]

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

PREPARED BY

[Your Business Name]

[Your Name, Title]

[Email] · [Phone]

[Website]

PREPARED FOR

[Client Name]

[Contact Name, Title]

[Company]

[Email]

Executive Summary

[Two or three sentences: the client's goal, what you propose, and the result they can expect.]

The Problem

[What is not working today and what it costs the client in time, money or growth.]

Our Solution

[How you will solve it. Keep it specific to this client.]

- [Key deliverable 1]
- [Key deliverable 2]
- [Key deliverable 3]

Pricing Options

Choose the option that fits. All prices exclude applicable taxes.

Option	What is included	Price	Selected
[Option 1]	[What is included]	[0.00]	☐
[Option 2]	[What is included]	[0.00]	☐
[Option 3]	[What is included]	[0.00]	☐

Why Us

[A short case study or result for a similar client, plus one line on your team.]

Terms

- This proposal is valid until the date above.
- Payment: [50]% on acceptance, [50]% on delivery.
- A contract with full terms follows acceptance.

Acceptance

To go ahead, tick the option you want in the pricing table, then sign below. We will send the contract and first invoice within one business day.

ACCEPTED FOR THE CLIENT

Name: _____

Title: _____

Signature: _____

Date: _____

SUBMITTED BY

Name: _____

Title: _____

Signature: _____

Date: _____