

CONSULTING PROPOSAL

Proposal No.: CP-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]

Situation

[What you learned about the client's current situation and challenge.]

Objectives

- [Objective 1]
- [Objective 2]
- [How success will be measured]

Methodology

[How you will work: interviews, analysis, workshops, recommendations.]

Phases

Phase	Deliverable	Dates
1. Assessment	[Findings report]	[Weeks 1 to 2]

Fees

Choose a fee structure. Expenses approved in advance are billed at cost.

Option	What is included	Price	Selected
Fixed fee	[All phases above]	[0.00]	☐
Hourly	[Estimated hours] at [rate] per hour	[0.00]	☐
Retainer	[Hours per month] of ongoing advice	[0.00] / mo	☐

Assumptions

- [Access to people and data you need]
- [Decisions the client will make, and by when]

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: _____

CONSULTANT

Name: _____

Title: _____

Signature: _____

Date: _____

Title: _____

Signature: _____

Date: _____