

PROJECT PROPOSAL

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

Proposal No.: PP-0001

Date: [DD/MM/YYYY]

Valid until: [DD/MM/YYYY]

PREPARED BY

[Your Business Name]

[Your Name, Title]

[Email] · [Phone]

[Website]

PREPARED FOR

[Client Name]

[Contact Name, Title]

[Company]

[Email]

Executive Summary

[Project name, the outcome the client wants and how this proposal delivers it, in three sentences.]

Background and Objectives

[Where the client is now and why the project matters.]

- [Objective 1, measurable]
- [Objective 2, measurable]
- [Objective 3, measurable]

Scope and Deliverables

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]
- Out of scope: [what is not included]

Timeline

Phase	Deliverable	Dates
1. Discovery	[Brief and project plan]	[Week 1]

Budget

Item	Amount
[Phase or item]	[0.00]

Total [0.00]

Team

[Who will work on the project and their role.]

Risks and Assumptions

- [Assumption, for example the client supplies content by a set date]
- [Risk and how you will manage it]

Terms

- This proposal is valid until the date above.
- Payment: [40]% on acceptance, then by milestone.
- Changes to scope are quoted separately.

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: _____