

Business Proposal

Prepared for: [Client name]

Prepared by: [Provider name]

Date: [Date]

1. Overview

[Provider name] is pleased to submit this proposal to [Client name] for [describe the project in one sentence — e.g., "a redesign of your customer onboarding process"]. This document outlines our understanding of your needs, the scope of work, and the investment required.

2. Scope of Work

[Describe exactly what's included, step by step — e.g., "Audit current onboarding flow, deliver a revised process map, and train two staff members on the new process." Also state what's explicitly excluded, if anything. Scope disputes are the most common source of friction in any engagement — be specific here.]

3. Timeline

Estimated start date: [Project start date]. Estimated completion: [Project completion date].

Key milestones: [list 2–4 milestones with target dates — e.g., "Audit complete: [date]. Draft delivered: [date]."]

4. Investment

Total fee for the scope above: [Total fee, e.g., \$4,500]. Payment schedule: [describe, e.g., "50% deposit due at signing, 50% due on completion"].

5. Terms

This proposal is valid for 30 days from the date above. Work begins upon signed acceptance and receipt of any deposit specified. Either party may terminate with [Number, e.g., 14] days' written notice; work completed to date will be invoiced.

6. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Client name] ("Client")

Signature: _____ Printed name: _____ Date: _____

[Provider name] ("Provider")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.