

Software / IT Services Proposal

Prepared for: [Client name]

Prepared by: [Provider name]

Date: [Date]

1. Project Overview

[Describe the system, integration, or IT service being proposed and the business problem it solves — e.g., "a custom inventory management system to replace manual spreadsheet tracking across 3 warehouses."]

2. Scope of Work

[List in-scope work — e.g., "requirements gathering, development, data migration from the existing spreadsheets, and user testing" — and anything explicitly excluded, e.g., "ongoing hosting is not included."]

3. Technical Approach

[Note the platform/stack, key architectural decisions, and any third-party services or licenses required — e.g., "built on [platform], hosted on [provider], integrating with [existing system]."]

4. Deliverables & Milestones

[List concrete deliverables and target dates — e.g., "Environment setup: [date]. Working MVP: [date]. User acceptance testing: [date]. Go-live: [date]."]

5. Timeline

Estimated start: [Start date]. Estimated completion: [Completion date].

6. Fees & Payment

Fee Breakdown

Name	Total	
Development	\$12,000.00	
Testing & QA	\$3,000.00	
Deployment	\$3,000.00	
Subtotal		\$18,000.00
Total		\$18,000.00

Billed [schedule, e.g., "by milestone" or "monthly"].

7. Support & Maintenance

[Describe any post-launch support window, response times, or an ongoing maintenance fee, if included — e.g., "30 days of bug-fix support included; ongoing maintenance available at \$500/month."]

8. Intellectual Property

Upon full payment, custom work product built specifically for [Client name] transfers to Client. [Provider name] retains rights to pre-existing code, frameworks, and tools used to deliver it, and grants Client a license to use them as embedded in the delivered work.

9. Warranty, Liability & Governing Law

[Provider name] will correct defects in the delivered work reported within [Number, e.g., 30] days of delivery at no additional charge. Total liability under this agreement will not exceed the fees paid. 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.