

# Project-Based Service Proposal

**Date:** \_\_\_\_\_

**Prepared for:** Client Name / Company

**Prepared by:** Your Name / Company

## 1. Project Overview

*Provide a brief summary of the client's needs and project goals.*

## 2. Scope of Services

- Service or deliverable #1
- Service or deliverable #2
- Service or deliverable #3
- Additional brief descriptions as needed

## 3. Deliverables

1. Deliverable #1 description
2. Deliverable #2 description
3. Deliverable #3 description

## 4. Project Timeline

Milestone	Estimated Completion
Kickoff Meeting	_____
Phase 1	_____
Phase 2	_____
Final Delivery	_____

## 5. Pricing

Service / Item	Price
Item or Service 1	\$_____
Item or Service 2	\$_____
<b>Total</b>	\$_____

## 6. Terms & Conditions

- Payment terms (e.g., 50% upfront/50% on completion)
- Revision policy
- Cancellation policy
- Intellectual property & confidentiality
- Other relevant terms

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Client Signature

Date: \_\_\_\_\_

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Service Provider Signature

Date: \_\_\_\_\_