

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	\$_____
Total	\$_____

6. Terms & Conditions

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

Client Signature

Date: _____

Service Provider Signature

Date: _____