

Professional Service Proposal

Date: _____

Prepared for: [Client Name]

Prepared by: [Your Company / Name]

Proposal Reference: [Proposal #]

1. Executive Summary

[Brief summary introducing the purpose, goals, and value of the proposal. Highlight your understanding of the client's needs and how your services will benefit them.]

2. Scope of Services

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]

3. Project Timeline

- **Project Start Date:** _____
- **Milestone 1:** [Description] — [Date]
- **Milestone 2:** [Description] — [Date]
- **Completion Date:** _____

4. Investment & Fees

- [Service/Deliverable]_1: \$ _____
- [Service/Deliverable]_2: \$ _____
- **Total Project Fee:** \$ _____
- **Payment Terms:** [e.g. 50% upon acceptance, 50% upon completion]

5. Terms & Conditions

- **Validity:** This proposal is valid until [Date]
- **Confidentiality:** All information will remain confidential.
- **Revisions:** Includes [#] rounds of revisions.
- [Other key terms or conditions]

6. Acceptance

Please indicate your acceptance of this proposal by signing below.

Client Signature

Date: _____

Provider Signature

Date: _____