

# Service Proposal

Prepared For [Client Name]

Prepared By [Your Company Name]

Date [Proposal Date]

## 1. Project Overview

[Briefly describe the client's needs and the purpose of this proposal.]

## 2. Scope of Services

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]
- [Additional Services, if any]

## 3. Deliverables

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

## 4. Timeline

[Estimated start and completion dates, key milestones, and any dependencies.]

## 5. Fees & Payment Terms

[Pricing details, payment schedule, and accepted payment methods.]

## 6. Terms & Conditions

[Summary of key terms such as confidentiality, intellectual property, revisions, etc.]

## 7. Acceptance

Please review and sign below to confirm acceptance of this proposal.

Client Name: \_\_\_\_\_

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

Your Company Representative: \_\_\_\_\_

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