

Service Proposal Outline

1. Introduction

Brief overview of your company and the purpose of the proposal.

2. Client Needs

Summary of the client's needs or pain points as you understand them.

3. Proposed Services

- Description of Service 1
- Description of Service 2
- Description of Service 3

4. Deliverables

- Deliverable 1
- Deliverable 2
- Deliverable 3

5. Timeline

Estimated timeline for each major phase or milestone.

6. Pricing

Summary of pricing structure, payment terms, and any options.

7. Terms & Conditions

Key terms, cancellation policy, and important legal points.

8. Next Steps

Instructions or expectations for how the client can proceed.

9. Contact Information

Name

Company

Email

Phone