

# Consulting Engagement Services Proposal

## 1. Executive Summary

Provide a concise overview of the proposal, summarizing the client's needs, recommended solutions, and key expected outcomes.

## 2. Client Background & Objectives

- Brief background of the client organization
- Summary of business challenges or opportunities
- Project objectives

## 3. Scope of Services

- Description of consulting services to be provided
- Specific deliverables and outcomes
- Assumptions and exclusions

## 4. Approach & Methodology

- Overview of proposed approach
- Key phases and milestones
- Tools, techniques, and frameworks to be used

## 5. Project Timeline

- Estimated duration
- Milestone dates
- Key deliverable deadlines

## 6. Team & Roles

- Key personnel involved
- Roles and responsibilities
- Brief bios or qualifications

## 7. Fees & Payment Terms

- Fee structure (fixed, hourly, milestone-based)
- Included costs and expenses
- Invoicing and payment schedule

## 8. Terms & Conditions

- Confidentiality agreement
- Intellectual property
- Termination clause

- Other relevant legal terms

## **9. Acceptance & Next Steps**

- Instructions for approval
- Signature lines (if required)
- Outline of next actions after proposal acceptance