

Structured Service Proposal Sheet

Project & Client Information

Client Name:

Enter client name

Project Title:

Enter project title

Proposal Date:

Enter date

Objectives & Scope

Project Objectives:

Describe key objectives

Project Scope:

Define project scope

Key Deliverables

List main deliverables

Approach & Methodology

Outline your approach or methodology

Timeline

Phase/Task	Description	Dates

Team & Responsibilities

Team Member	Role	Responsibilities

Pricing & Fees

Service/Phase	Fee

Terms & Conditions

Summarize key terms and conditions

Authorization

Prepared by:

Name and signature

Approved by:

Client name and signature

Date:

Enter date