

HR Consulting Service Proposal

Prepared for: [Client Company Name]

Date: [Proposal Date]

Prepared by: [Consulting Firm Name]

1. Executive Summary

[Brief overview of the client's needs and how the HR consulting services will address those needs.]

2. Company Overview

[Short description of the HR consulting firm's background, expertise, and experience.]

3. Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

4. Scope of Services

- [Service Area 1]
- [Service Area 2]
- [Service Area 3]

5. Approach & Methodology

[Summary of the approach and methodology the consulting firm will use to deliver the services.]

6. Deliverables

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

7. Project Timeline

[Summary of the projected timeline and key milestones for the project.]

8. Fees & Payment Terms

[Outline of the service fees, payment schedule, and terms.]

9. Terms & Conditions

[General legal terms, confidentiality, and other relevant conditions.]

For [Consulting Firm Name]:

Name & Title
Date

For [Client Company Name]:

Name & Title
Date