

# IT Consulting Proposal

## Prepared For

[Client Company Name]  
[Client Contact Name]  
[Client Address]  
[Date]

## Prepared By

[Your Company Name]  
[Consultant Name]  
[Contact Information]

## 1. Executive Summary

*[Brief summary of the proposal and goals]*

## 2. Project Objectives

*[Outline key objectives to be achieved]*

## 3. Scope of Work

- [Task or Deliverable 1]
- [Task or Deliverable 2]
- [Task or Deliverable 3]

## 4. Project Timeline

Phase	Description	Timeline
[Phase 1]	[Description]	[Dates]
[Phase 2]	[Description]	[Dates]

## 5. Pricing

Service	Rate	Cost
[Service/Task]	[Hourly/Fixed]	[Amount]
<i>[Total Estimated Cost]</i>		

## 6. Terms & Conditions

*[Standard terms and conditions, payment schedule, confidentiality, etc.]*

## 7. Acceptance

Client Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

*Consultant Signature:* \_\_\_\_\_  
*Date:* \_\_\_\_\_