

Mutual Business Collaboration Proposal

1. Introduction

This proposal outlines the mutual business collaboration between **[Your Company Name]** and **[Partner Company Name]**, aimed at achieving shared objectives and fostering a strong professional relationship.

2. Parties Involved

Party	Contact Person	Position	Contact Details
[Your Company Name]	[Your Contact Name]	[Your Position]	[Email / Phone]
[Partner Company Name]	[Partner Contact Name]	[Partner Position]	[Email / Phone]

3. Objectives

- Describe the primary goals of the collaboration.
- State shared interests and expected outcomes.
- Highlight the mutual benefits for both parties.

4. Scope of Collaboration

- Define the scope and limitations of the collaboration.
- List areas of cooperation and responsibilities.
- Explain proposed activities or projects.

5. Roles and Responsibilities

- [Your Company Name]:** Outline key responsibilities.
- [Partner Company Name]:** Outline key responsibilities.

6. Terms and Conditions

- Duration of the collaboration.
- Confidentiality requirements.
- Intellectual property agreements.
- Termination clauses.

7. Timeline

Milestone	Responsible Party	Deadline
[Milestone 1]	[Party]	[Date]
[Milestone 2]	[Party]	[Date]

8. Financial Arrangements

- Describe any financial obligations.
- Payment terms and invoicing process.

9. Communication Plan

- Frequency of meetings/updates.
- Primary communication channels.
- Point of contact for each party.

10. Acceptance

By signing below, both parties agree to the terms and conditions outlined in this proposal and commit to working collaboratively towards the set objectives.

[Your Company Name]

Date: _____

[Partner Company Name]

Date: _____