

# 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

1. **[Your Company Name]**: Outline key responsibilities.
2. **[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.

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[Your Company Name]

Date: \_\_\_\_\_

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[Partner Company Name]

Date: \_\_\_\_\_