

Initial IT Service Proposal Worksheet

1. Client Information

Company/Client Name

Contact Person

Email

Phone

2. Project Overview

Project Description / Objectives

3. Current IT Environment

Briefly describe current IT setup (infrastructure, software, users)

4. Proposed Services

Service	Details / Notes	Qty	Estimated Cost
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5. Timeline & Key Milestones

Proposed Timeline / Key Milestones

6. Additional Notes

Other Notes / Special Requirements