

# Preliminary Sales Proposal

## 1. Customer Information

Customer Name:

Contact Person:

Company Address:

Phone / Email:

Date:

## 2. Executive Summary

## 3. Proposed Products/Services

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## 4. Features & Benefits

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## 5. Pricing Outline

Item/Service	Quantity	Unit Price	Total
Subtotal			
Estimated Taxes			
Total			

## 6. Proposal Terms

- Proposal validity:
- Payment terms:
- Delivery timeline:

## 7. Next Steps

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Prepared by

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Customer Approval

