

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

Customer Approval

