

Simple Design Proposal Outline

Agency Name

Date

Client Name

1. Executive Summary

Brief overview of the proposal and objectives.

2. Project Background

Context and rationale for the project.

3. Goals & Objectives

- Goal 1
- Goal 2
- Goal 3

4. Scope of Work

- Service 1
- Service 2
- Service 3

5. Process & Timeline

- Phase 1: Description & Timeline
- Phase 2: Description & Timeline
- Phase 3: Description & Timeline

6. Deliverables

- Deliverable 1
- Deliverable 2
- Deliverable 3

7. Budget & Pricing

Summary of project costs.

8. Terms & Conditions

Overview of payment terms, copyright, and other conditions.

9. Acceptance

Space for client signature and date.

