

# Basic Client Sales Proposal

## Prepared For:

Client Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

## Prepared By:

Your Name: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

## 1. Project Overview

Provide a brief summary of the client's needs and the solutions you propose.

## 2. Proposed Solution

- Describe your product or service
- Highlight benefits and unique features

## 3. Pricing

Description	Quantity	Unit Price	Total
Product/Service 1	__	__	__
Product/Service 2	__	__	__
<b>Total</b>			__

## 4. Timeline

Project Start: \_\_\_\_\_

Project Completion: \_\_\_\_\_

## 5. Terms & Conditions

- Payment terms (e.g., 50% upfront, 50% upon completion)
- Validity period of this proposal
- Any other standard terms

## Approval & Acceptance

\_\_\_\_\_  
Client Signature & Date

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Your Signature & Date