

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	---	---	---
Total			---

4. Timeline

Project Start: _____
Project Completion: _____

5. Terms & Conditions

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

Approval & Acceptance

Client Signature & Date

Your Signature & Date