

# HR Consulting Proposal

## Consulting Firm

Company Name:

Address:

Contact Person:

Email:

Phone:

## Client

Company Name:

Address:

Contact Person:

Email:

Phone:

## 1. Introduction

Brief introduction to the proposal and your understanding of the client's HR needs.

## 2. Objectives

- Objective 1
- Objective 2
- Objective 3

## 3. Scope of Work

- Deliverable 1:
- Deliverable 2:
- Deliverable 3:

## 4. Project Timeline

### Milestone

[Milestone 1]  
[Milestone 2]

### Target Date

[Date]  
[Date]

## **5. Fees & Payment Terms**

Consulting Fees:

Payment Schedule:

Terms & Conditions:

## **6. Acceptance**

To confirm acceptance of this proposal, please sign below.

### **For Consulting Firm**

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

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

### **For Client**

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

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_