

# Business Consulting Service Proposal

Prepared for: [Client Name]

Prepared by: [Consulting Firm Name]

Date: [Proposal Date]

## 1. Executive Summary

[Brief overview of the client's needs, proposal objectives, and the value your consulting firm provides.]

## 2. Company Overview

[A summary of your consulting firm: history, mission, areas of expertise, key team members.]

## 3. Understanding of Client Needs

[Demonstrate understanding of the client's challenges and key business needs, based on discovery or prior discussions.]

## 4. Proposed Approach & Methodology

1. Discovery & Assessment
2. Analysis & Recommendations
3. Implementation Support
4. Monitoring & Reporting

[Describe your step-by-step consulting process, tailored to the client's requirements.]

## 5. Project Deliverables

- [Deliverable 1: e.g., Assessment Report]
- [Deliverable 2: e.g., Strategic Roadmap]
- [Deliverable 3: e.g., Training Materials]
- [Deliverable 4: e.g., Implementation Support]

## 6. Project Timeline

Phase	Duration	Milestone
Discovery	[1 week]	Initial Assessment Complete
Strategy Development	[2 weeks]	Strategy Document Delivered
Implementation	[3 weeks]	Key Initiatives Launched
Review & Handover	[1 week]	Final Review & Training

## 7. Investment & Fees

[Outline the total cost, payment structure, and terms. List service fees and any optional costs, if applicable.]

## 8. Terms & Conditions

- [Engagement terms]
- [Confidentiality clauses]
- [Termination policy]
- [Other relevant terms]

## 9. Next Steps

- [Instructions for acceptance or further discussion]
- Contact: [Your Name, Email, Phone]

**Thank you for considering our proposal.**