

Service Proposal

Consultant Name/Company: [Your Name/Company]

Client Name/Company: [Client Name/Company]

Date: [Date]

Proposal Reference: [Ref #]

Project Overview

[Briefly summarize the client's needs and your understanding of the project. This sets the context and shows you understand their goals or pain points.]

Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

Scope of Services

- [Service or Deliverable 1]
- [Service or Deliverable 2]
- [Service or Deliverable 3]

Proposed Timeline

- [Phase 1: Description – Timeline]
- [Phase 2: Description – Timeline]
- [Phase 3: Description – Timeline]

Investment & Fees

- [Service/Deliverable] – [Fee Amount]
- **Total Estimate:** [Total]

Payment Terms

- [e.g., 50% upfront, 50% upon completion]
- [Payment Methods Accepted]

Terms & Conditions

- [Cancellation Policy]
- [Revision Policy]
- [Intellectual Property Ownership]
- [Confidentiality Clause]

Next Steps

1. Review and sign this proposal.
2. Return a signed copy.
3. Initial payment as per terms.

Consultant Signature:

[Consultant Name]

Date: _____

Client Signature:

[Client Name]

Date: _____