

Service Proposal for Management Consulting

[Your Company Name]

Date: [Proposal Date]

Prepared For: [Client Name]

Prepared By: [Consultant Name, Title]

Contact Details: [Email] | [Phone]

Proposal Reference: [Reference Number]

1. Executive Summary

[Brief overview of client needs, proposed approach, and expected outcomes.]

2. Objectives

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

3. Scope of Services

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

4. Methodology & Approach

- [Phase/Step 1 - Description]
- [Phase/Step 2 - Description]
- [Phase/Step 3 - Description]

5. Timeline

[Estimated schedule with start and end dates, and key milestones.]

6. Fees & Payment Terms

- [Fee Structure or Fixed Price]
- [Payment Milestones or Due Dates]
- [Additional Terms, if any]

7. Team

[Key personnel, their roles, and brief bios.]

8. Terms & Conditions

- [Confidentiality]
- [Intellectual Property]
- [Termination Clause]
- [Other relevant terms]

9. Acceptance & Signature

[Client Name / Signature]

Date: _____

[Consultant Name / Signature]

Date: _____