

# Service Proposal

## Consulting Firm Information

[Consulting Firm Name]  
[Contact Person]  
[Address]  
[Phone Number]  
[Email Address]

## Client Information

[Client Company Name]  
[Client Contact Person]  
[Client Address]  
[Client Phone]  
[Client Email]

## Project Overview

[Brief description of the client's needs and the consulting objectives.]

## Scope of Services

- [Service 1]
- [Service 2]
- [Service 3]

## Timeline

Project Start Date: [Start Date]

Estimated Completion: [Completion Date]

Phase	Deliverable	Duration
[Phase 1]	[Deliverable 1]	[Duration]
[Phase 2]	[Deliverable 2]	[Duration]

## Fees & Payment Terms

Service	Fee
[Service 1]	[Fee Amount]
[Service 2]	[Fee Amount]

Payment Terms: [e.g. 50% upfront, 50% upon completion]

## Terms & Conditions

- [Brief conditions regarding confidentiality, termination, liability, etc.]
- [Optional terms or notes]

## Approval & Acceptance

[Consulting Firm Representative]

[Client Representative]

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