

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]

Date: _____