

IT Services Proposal

Date: _____

Prepared For: _____

Prepared By: _____

Proposal Number: _____

1. Executive Summary

[Brief overview of your proposal, objectives, and value proposition.]

2. Client Needs & Challenges

[Describe the client's business needs, main challenges, or pain points.]

3. Proposed IT Services & Solution

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

[Brief explanation of how your services address the client's needs.]

4. Scope of Work

1. [Task/Deliverable 1]
2. [Task/Deliverable 2]
3. [Task/Deliverable 3]

[Include project phases, milestones, and deliverables.]

5. Timeline

[Estimated project timeline and key dates.]

6. Investment & Payment Terms

[Provide cost estimates, payment schedule, and terms.]

7. Terms & Conditions

[Summarize terms, warranties, and any important legal points.]

8. Acceptance & Signatures

Client Name / Signature

Provider Name / Signature
Date: _____