

# IT Services Proposal

Date: \_\_\_\_\_  
Prepared For: \_\_\_\_\_  
Prepared By: \_\_\_\_\_  
Proposal Number: \_\_\_\_\_

## 1. Executive Summary

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

## 2. Client Needs & Challenges

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

## 3. Proposed IT Services & Solution

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- [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

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

[Include project phases, milestones, and deliverables.]

## 5. Timeline

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[Estimated project timeline and key dates.]

## 6. Investment & Payment Terms

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

## 7. Terms & Conditions

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

## 8. Acceptance & Signatures

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\_\_\_\_\_  
Client Name / Signature

Provider Name / Signature

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