

# Service Proposal Template

## Prepared For

Client Name:

Company Name:

Address:

Email:

## Prepared By

Your Name:

Your Company (if applicable):

Address:

Email:

Date:

## Project Overview

Briefly describe the purpose and goals of the project here.

## Scope of Services

- Service or Deliverable 1
- Service or Deliverable 2
- Service or Deliverable 3

## Timeline

Start Date:

End Date:

Key Milestones:

## Fees & Payment Terms

- Fee Structure: (e.g., fixed project fee, hourly rate, milestone payments)
- Payment Schedule:
- Accepted Payment Methods:

## Terms & Conditions

- Revision Policy
- Confidentiality
- Termination Policy
- Intellectual Property
- Other relevant terms

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Client Signature & Date

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Contractor Signature & Date