

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

Client Signature & Date

Contractor Signature & Date