

Service Proposal

Date: _____

Prepared for: **Client Name**

Prepared by: **Your Company Name**

1. Introduction

Briefly introduce your company, the context of the proposal, and the purpose of this document.

2. Client Needs / Objectives

Summarize the client’s needs, challenges, or goals as you understand them.

3. Proposed Services

- Service 1 description
- Service 2 description
- Service 3 description

4. Deliverables

- Deliverable 1
- Deliverable 2
- Deliverable 3

5. Timeline

Milestone	Estimated Completion
Milestone 1	_____
Milestone 2	_____

6. Fees & Payment Terms

Service / Item	Cost
Service 1	\$ _____
Service 2	\$ _____

Payment terms: e.g., 50% upon initiation, 50% upon completion.

7. Terms & Conditions

Summarize key terms, conditions, limitations, or disclaimers relevant to the proposal.

8. Acceptance

By signing below, both parties agree to the terms of this service proposal.

Client Signature / Date

Your Company Signature / Date