COMPANY NAME

BUSINESS PROPOSAL

NAME OF SERVICE OR PROJECT

PREPARED FOR:

Great Client & Co.

bestbusiness@email.com
bestbusinessforyou.com
(123) 456-7891

Let us help you be the best.

This is where you'll have your executive summary. Spend one paragraph introducing and showing off your company. Try to make it short but attention-grabbing. When you're talking about your company's accomplishments and giving them a feel for who you are, try not to just give a generic description. Tailor your executive summary to accurately reflect your business and also pique the interest of this client in particular.

This part of the executive summary should focus more on the product you're offering. Why should they want to partner with you? How can you help them? You don't have to get into the details of the offer yet, but this is where you show them the benefits of accepting a proposal with you. Maybe even highlight the relevance of your service at this particular point in time. The next sentence is an example. Social media marketing is growing, and with our experience, we can help you establish a social media presence that grows your brand.

NAME OF SERVICE OR PROJECT.

Use this space to identify the problem you can solve for your client. You can go more in depth here. You want the client to know that you really understand what they're facing, you get them. These problems might be specific to the company, and they'll often be common problems as a result of current changes in the business. Spend some time detailing your insightful solutions. This is where preparation will pay off. If your team has unique ideas to offer, they will shine in this section.

Give examples from your company's good track record here.

- **Exceptional achievement.**

  Describe your achievement here.

- **Exceptional achievement.**

  Describe your achievement here.

- **Exceptional achievement.**

  Describe your achievement here.

TIMELINE.

Step 1

Title for this step.

Clearly and accurately outline the steps, timeline, and budget of your services or project.

Step 2

Title for this step.

Get as specific as you accurately can.

Step 3

Title for this step.

This will give the client the best picture of exactly what working with you will look like for them.

Contact our team.

In this short paragraph, thank them for their time and give them a strong call to action. Describe how you want them to reach out to you.

Jane Johnson

Team Lead

John Janeson

Specialist

Josephine Jessen

Director

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