Service Proposal Template

● Introduction

[Client Name]
This document is our formal proposal for the services discussed in a previous conversation. In this service proposal, you’ll find a bit of background on [Sender Company Name], details regarding the results we hope to deliver for your company, pricing details, and a tentative delivery timeline.
Should you have any questions, comments, or concerns once you’ve reviewed the service proposal in its entirety, feel free to use the comment menu to the right of the proposal to contact me directly.
Regards,
[Sender Name]
[Sender Company Name]

● Executive Summary

In response to [Client Company]’s request for a proposal, we at [Sender Company] have produced a bid for the requested services and products. We propose the following services,
❖ Service 1
❖ Service 2
❖ Service 3
To accomplish these tasks, we also propose that [Client Company] purchase the following products,
❖ Product 1
❖ Product 2
❖ Product 3
The deliverables will include,
❖ Deliverables 1
❖ Deliverables 2
❖ Deliverables 3

● Project Overview
[Sender Company] has been in business for [Number] years, providing high-quality [Specialty] to companies large and small. Our goal is [Company Vision Statement] by [Company Mission Statement]

Since we opened in [Year], we have provided [Specialty] to more than [Number] customers throughout [Service Area]. We take pride in our ability to help our clients achieve the results they want. We've received [Industry Award] because of our reliability and quality.

The main concept of our project here would be [Explain the project in detail]...

- **Purpose**
  
  As per our discussion, [Client Company] is facing [the main issue] and is in need of [the Solution/service].

  To accomplish this, the [Client Company] must,
  - Need 1
  - Need 2
  - Need 3

- **Proposal**

  [Client Company]'s reputation for [Company Specialty] is well-deserved. In order to maintain that reputation in the face of [Problem], it's essential that [Client Company] take steps to improve [Needs]

  At [Sender Company], we're proud to help our clients stay ahead of the competition and maintain high levels of customer satisfaction by [Sender Company Speciality]. Our services allow businesses like yours to fully realize their potential, from achieving [NEED 1] to staying on top of [NEED 3]. We're with you every step of the way, so you have support from onboarding and set up through the realization of your goals.

- **Scope of Work**

  Regarding [Need 1], [Client Company] requires a service that can achieve [Goal] by [Date].

  [Solution 1]: [Sender Company] will provide staff to perform [Task]

  [Solution 2]: [Sender Company] will develop and institute protocols to [Task]
[Solution 3]: [Vendor Company] will provide [Client Company] with access to its proprietary technology to [Task]
To be continued in the same format for further needs.

- **Objectives**
  Specific objectives for this project.

<table>
<thead>
<tr>
<th>Objective 1</th>
<th></th>
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<tbody>
<tr>
<td>Objective 2</td>
<td></td>
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<tr>
<td>Objective 3</td>
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</table>

- **Goals**
  Specific goals for this project.

<table>
<thead>
<tr>
<th>Goal 1</th>
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<tbody>
<tr>
<td>Goal 2</td>
<td></td>
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<tr>
<td>Goal 3</td>
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</table>

- **Challenges**
  Identify probable challenges for the project

<table>
<thead>
<tr>
<th>Challenge 1</th>
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<tbody>
<tr>
<td>Challenge 2</td>
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- **Legality**
  This proposal shall be governed under the laws in the State of ____________, without giving effect to conflict of laws principles.

- **Pricing**
  - Whether your pay is hourly or project-based?
  - Whether there is a minimum payment amount per work period?
  - How often you are paid by the business?
  - How your payments are transferred (ACH, check, PayPal, etc.)?
  - How your work is to be tracked (project management software, invoicing, etc.)?
### Schedules

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Started Time</th>
<th>Expected Finish Time</th>
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</thead>
<tbody>
<tr>
<td>Ex: Better management process</td>
<td>19th September</td>
<td>10th October</td>
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