

## Proposal for Services

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## **General Information**

### **Proposal for Services**

This Proposal for Services is a simple proposal which sets out your bid for the performance of certain services. This proposal sets out the name of your company, the type of services to be rendered and an estimate of the cost of these services. It also requests a face-to-face meeting to further discuss the proposal after the proposal has been reviewed.

This Proposal for Services will set out your company's proposal for services in a clear and concise manner. It is easy to understand and can be tailored to fit your unique situation.

## Instructions and Checklist

### Proposal for Services

- Both parties should read the agreement carefully.
- Insert all requested information in the spaces provided on the form.
- This form contains an exhibit which becomes a part of the proposal.
- This form contains the basic terms and language that should be included in similar agreements.
- The company giving the proposal must sign the document.
- Both parties should retain either an original or copy of the signed agreement.
- All legal documents should be kept in a safe location such as a fireproof safe or safe deposit box.

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# PROPOSAL FOR SERVICES

[logo of the entity]	<b>Proposal Number</b>	
	<b>Date</b>	
	<b>Address</b>	
	<b>City State ZIP</b>	
	<b>Phone</b>	
<b>Company Name</b>	<b>Email</b>	

1. We at \_\_\_\_\_ [name of the entity projecting service] would like to brief you that we practice exclusively in rendering exceptional \_\_\_\_\_ [type of service provided]
  
2. We are ready to offer you these supplies / services at a \_\_\_\_\_ [cost of suggesting the supplies in dollars]. In order to know more about us you can visit our website \_\_\_\_\_ [website address]. We are looking forward to an alliance with you.
  
3. As you probably know by now, we met with \_\_\_\_\_ [entity name] \_\_\_\_\_ last [Day] to discuss about \_\_\_\_\_ [Specify]. On \_\_\_\_\_ [entity name]'s recommendation, we are enclosing our proposal for your review.
  
4. We are confident that we can complete this project within the designated time period and close to (or under) budget. We also believe that our recommended approach will have credibility with the managers involved.
  
5. We e-mailed \_\_\_\_\_ [Entity name] a separate copy of our proposal so that you have time to review it before our meeting on \_\_\_\_\_ [Date]. If either of you has questions at that time, please give us a call. We will be in the office all day \_\_\_\_\_ [DAY] and most of \_\_\_\_\_ [DAY] morning.

Thank you for your consideration.

\_\_\_\_\_  
 Signature  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## **PROJECT OVERVIEW OR SUMMARY**

Provide a project snapshot covering the relevant aspects