\_\_\_\_\_\_\_\_\_\_\_\_\_[BUSINESS NAME]

BUSINESS PROPOSAL

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, state and zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT OVERVIEW**

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposing company], located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [Address]

Prepared for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposal receiver], located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [Address]

Here’s how the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Product/service] offered by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposing company] will support your business growth and goals.

Service/Products details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We recognize the following challenges:

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Here is how we can address these challenges:

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**EXECUTIVE SUMMARY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposing company] is the superior supplier of the product/service and well-positioned for success and growth.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[experience in the field, knowledge of target market, talent within the team, data, etc.]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposing company] is seeking funding from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposal receiver] for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Reason]. The funding request, market analysis, and return of investment analysis of the project are included in this Proposal. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposing company] is seeking a mutually beneficial relationship to support business growth with guidance and funding from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposal receiver]

**SCOPE OF WORK**

The project will be completed at follows:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Deliverable] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Timeline]
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Deliverable] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Timeline]
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Deliverable] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Timeline]
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Deliverable] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Timeline]
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Deliverable] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Timeline]

**GOALS AND OBJECTIVES**

The main target markets for the business include:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The products and services will be marketed as follows:

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**FINANCIAL PROPOSAL**

Below is a detailed outline of the proposed pricing, payment schedule, and payment terms offered by [Proposing Company]:

The company expects to achieve a yearly gross revenue of $ \_\_\_\_\_\_\_\_and yearly net profit is expected to be $\_\_\_\_\_\_\_\_\_\_.

Fixed costs are limited to our office space and equipment lease at $\_\_\_\_\_\_\_\_ per month. Regular monthly expenses are estimated at $\_\_\_\_\_\_\_for paying the employee salaries and meeting the administrative costs.

[ ]  (Check if applicable) Out of the net profit \_\_\_\_% will be used to pay back \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposal receiver] loans.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Detailed Financial Proposal]

**TERMS AND CONDITIONS**

This Business Proposal outlines the terms and conditions of the agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposing Company] and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposal Receiver]. Both parties agree to be bound by the terms laid out in the Business Proposal and act accordingly.

[ ]  (Check if applicable) In consideration of the mutual agreements made by the parties in relation to this proposal, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [proposing company] and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [proposal receiver] agree to the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[Proposing Company] [Proposal Receiver]

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_