\_\_\_\_\_\_\_\_\_\_\_\_\_[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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_