Budget Proposal

Prepared by the department head for the approver. Signing the acceptance section turns this proposal into a binding order on the terms below.

PROPOSAL NO. | DATE | VALID UNTIL

Prepared by

COMPANY | CONTACT PERSON

EMAIL | PHONE | GSTIN

Prepared for

CLIENT ORGANISATION | ATTENTION OF

Overview

This proposal requests budget approval for the period and purpose below, with the business case and the key line items.

PURPOSE AND BUSINESS CASE

Scope of work

- People: new hires or contractors
- Tools, software and equipment
- Marketing, travel and events
- Contingency (normally up to 10%)

Plan and timeline

Phase	What you get	Typical time
Q1	Planned spend and milestones	3 months
Q2	Planned spend and milestones	3 months
H2	Planned spend and review	6 months

PROPOSED START | TARGET COMPLETION

Investment

TOTAL REQUESTED (₹) | TYPE | PERIOD

COST CENTRE | EXPECTED RETURN OR SAVINGS

Prices exclude GST unless stated. Invoices are payable within 15 days. Work beyond the scope above is quoted separately through a change order.

Assumptions and exclusions

- Spend follows the procurement policy; purchases above the delegated limit need separate approval.
- Unspent budget does not carry forward unless approved.
- Actuals are reported against this budget quarterly.

Acceptance

By signing, the approver accepts this proposal and authorises the department head to begin. Detailed terms (confidentiality, IP, liability) follow the department head's standard terms of service unless a separate contract is signed.

BILLING NAME AND ADDRESS | CLIENT GSTIN

PO NO. (IF ANY) | SIGNATORY DESIGNATION

Approver

SIGNATURE

PRINTED NAME | DATE

Department head

SIGNATURE

PRINTED NAME | DATE