Business Proposal

Prepared by the provider for the client. 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

Thank you for the opportunity. This proposal sets out how we will help, what we will deliver, the timeline and the investment. It is designed to be signed and returned as your go-ahead.

YOUR GOALS, AS WE UNDERSTAND THEM

Scope of work

- Kick-off meeting to confirm goals, stakeholders and success measures
- Delivery of the services listed in the plan
- Weekly status updates and a single point of contact
- Handover and a review meeting at the end

Plan and timeline

Phase	What you get	Typical time
Discovery	Requirements and plan sign-off	1 week
Delivery	Agreed services and deliverables	As planned
Review	Handover, report and next steps	1 week

PROPOSED START | TARGET COMPLETION

Investment

TOTAL FEE (₹)

PAYMENT SCHEDULE

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

- The client provides timely feedback (within 3 working days) and access to people and information.
- Travel outside the city is billed at actuals with prior approval.
- Delays caused by the client may shift the timeline.

Acceptance

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

BILLING NAME AND ADDRESS

CLIENT GSTIN

PO NO. (IF ANY)

SIGNATORY DESIGNATION

Client

SIGNATURE

PRINTED NAME

DATE

Provider

SIGNATURE

PRINTED NAME

DATE