Managed IT Services Proposal

Prepared by the it 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

We will look after your office IT so your team can focus on their work, with a helpdesk, proactive monitoring and clear response times.

CURRENT SET-UP (USERS, DEVICES, SITES)

Scope of work

- Helpdesk by phone, email and WhatsApp during business hours
- Device management, patching and antivirus for laptops and desktops
- Network, Wi-Fi, firewall and printer support
- Microsoft 365 / Google Workspace administration
- Daily backup of critical data with quarterly restore tests

Plan and timeline

Phase	What you get	Typical time
Onboarding	Asset audit, documentation, agents installed	2 weeks
Run	Helpdesk and monitoring	Monthly
Review	Quarterly service and security review	Every 3 months

PROPOSED START

TARGET COMPLETION

Investment

MONTHLY FEE (₹) | USERS COVERED | CONTRACT TERM (MONTHS)

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

- Response targets: critical issue 1 hour, high 4 hours, normal next business day.
- Hardware, licences and on-site visits outside the city are billed separately.
- The client keeps admin ownership of all accounts and domains.

Acceptance

By signing, the client accepts this proposal and authorises the it provider to begin. Detailed terms (confidentiality, IP, liability) follow the it 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

IT provider

SIGNATURE

PRINTED NAME

DATE