

PREPARED BY:

PREPARED FOR:

MEETING YOUR NEEDS

PROJECT
OVERVIEW

WHY PROJECT
IS NECESSARY

WHO WE ARE

WHY WE'RE THE
BEST FIT

ACHIEVING YOUR GOALS

DELIVERABLE 1

DELIVERABLE 2

DELIVERABLE 3

DELIVERABLE 4

MEASUREMENTS OF SUCCESS

<p>QUANTIFIABLE RESULT 1</p>	
<p>QUANTIFIABLE RESULT 2</p>	
<p>QUANTIFIABLE RESULT 3</p>	
<p>QUANTIFIABLE RESULT 4</p>	

TIMELINE	
PHASE 1	
	<p>EXPECTED START DATE</p>
	<p>EXPECTED DATE OF COMPLETION</p>
PHASE 2	
	<p>EXPECTED START DATE</p>
	<p>EXPECTED DATE OF COMPLETION</p>
PHASE 3	
	<p>EXPECTED START DATE</p>
	<p>EXPECTED DATE OF COMPLETION</p>

PHASE 4

	EXPECTED START DATE
	EXPECTED DATE OF COMPLETION

PROJECT ANALYSIS UPON COMPLETION

	EXPECTED START DATE
	EXPECTED DATE OF COMPLETION

BREAKDOWN OF COSTS

ITEM	DESCRIPTION	COST
SUBTOTAL		
TAX		
GRAND TOTAL		

HOW TO PROCEED

- 1) ACCEPT PROPOSAL AS IS
- 2) -OR- DISCUSS CHANGES / REQUEST REVISIONS
- 3) FINALIZE CONTRACT
- 4) SIGN CONTRACT
- 5) MAKE ANY REQUIRED INITIAL PAYMENT

TERMS & CONDITIONS

**AUTHORIZED
PREPARER SIGNATURE**

**PROPOSAL MAY BE WITHDRAWN
IF NOT ACCEPTED BY DATE OF**

ACCEPTANCE OF PROPOSAL

Proposed costs, specifications, and conditions detailed above are accepted, and specified work is authorized to begin on the agreed upon date. Payment for services rendered will be made as specified.

**AUTHORIZED
CLIENT SIGNATURE**

DATE OF ACCEPTANCE

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