Business proposal

A proposal to a client or customer

Prepared for		**Contact**	
Prepared by		**Date**	
Reference		**Valid until**	

1. Summary

What you are offering, in two or three sentences

2. What we understand you need

3. What we will do and the price

Item	What is included	Price (£)

Subtotal	
VAT (if charged)	
Total	

4. Timeline

Step	Date	Who

5. Payment and other terms

Payment _____

Payment due _____

Changes _____

Not included _____

6. Acceptance

Sign below to accept this proposal. Agree any formal contract terms separately, and take advice if you are unsure what you are agreeing to.

_____	_____	_____
For the client - signed	*Name*	*Date*
_____	_____	_____
For us - signed	*Name*	*Date*