

- **Introduction**

Prepared for - [Client Name] [ Client Company Name]

Created by - [Consultant Name] [ Consultant Company Name]

Write about the project details - \_\_\_\_\_

- **Executive Summary**

(Write after you've completed the rest of the consulting proposal)

- **About Us**

<b>Business Name</b>	
<b>Company Purpose</b>	
<b>Company Mission Statement</b>	
<b>Company Vision</b>	
<b>Company Philosophy/ Core Values</b>	
<b>Goals &amp; Milestones</b>	
<b>Target Market</b>	

<b>Industry/ Competitors</b>	
<b>Legal Structure/ Ownership</b>	

- **Previous Work**

Previous projects	Project Type	Project Timeline
Project 1		
Project 2		

- **Testimonials**

Write about,

- Why did you start your consulting business journey?
- What has changed since you started?
- Key USPs of your project
- Anything else that would highlight your business performance

- **Scope**

By this section, you can really zero in on the specific challenges you've identified which may impact your target company. Give details where you can and show your assumptions where necessary.

#### CHALLENGES AND GOALS

Challenges	Goals and Objectives
Company challenge 1	Identifying target customers
Company challenge 2	Completing market analysis

- **Objectives**

Specific objectives for this project.

Objective 1	
Objective 2	
Objective 3	

- **Deliverables**

Deliverable 1	Example - any strategic services
Deliverable 2	Example - services that Client reasonably requests
Deliverable 3	

- **Project Timeline**

Deliverable	Started Time	Expected Finish Time	Finish Time
Ex: Marketing strategy	19th September	10th October	11th October

- **Pricing**

- Whether your pay is hourly or project-based?
- Whether there is a minimum payment amount per work period?
- How often you are paid by the business?
- How your payments are transferred (ACH, check, PayPal, etc.)?
- How your work is to be tracked (project management software, invoicing, etc.)?

- **Contract Terms**

This [product/service] Consulting Proposal outlines the terms and conditions that govern the contractual agreement between [Your Company] and [Client Company]. Both [Your Company] and [Client Company] agree to be bound by the terms laid out in this Business Proposal Contract.

Whereas, the Seller agrees to deliver [product/service]. (Ex.)

Whereas, the Purchaser agrees to purchase [product/service] according to the terms and conditions laid out in this contract. (Ex.)

Therefore, in consideration of the mutual agreement made by the parties hereto, the consultant and the client agree to the following:

Insert your terms and conditions here\_\_\_\_\_

- **Agreement**

In signing this document below, [Consultant Name] and [Client Name] confirm their agreement to the terms and conditions mentioned in this proposal and form a binding contractual agreement commencing from the date of signature.

[Name of the Consulting Company]

[Name of Client Company]

Signature

Signature

Date

Date

[Consultant Name]

[Client Name]