LOGO

Creation Date: 01/01/2015 Expire Date: 03/01/2015

SIMPLE BLUE

PROPOSAL

Prepared For:

Your Client Company Name

There Address 00 Street Name

Building Name or Block No State Zip Code

Country

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LOGO SIMPLE BLUE PROPOSAL

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| --- | --- | --- |
| 04 I Chairman Message | 10 I Our Offer | 16 I Project Timeline |
| 05 I About Us | 11 I Offer Letter | 17 I Project Agreement |
| 06 I Our Team | 12 I Project Proposal | 18 I Completion Letter |
| 07 I Our Service | 13 I Project Details | 19 I Invoice |
| 08 I Portfolio | 14 I Project Goal | 20 I Terms & Conditions |
| 09 I Case Study | 15 I Project Schedule | 22 I Our Clients |

YOUR COMPANY NAME AND THE DETAILS ADDRESS GOES HERE

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James Hussy

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### Jonathan

Post Your Title

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9

# OUR OFFER

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| BASIC |
| $ 4500 |
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10

# OFFER LETTER

You’re Name Street Address City, ST ZIP Code

Date: Day Month Year

Mr Nil Jaferson President/CEO XYZ Company Ltd Location

City Name Zip Code

Dear Mr Nil

As you probably know by now, I met with Steve Johnson last Wednesday to discuss about the project requirement, timeframe and budget and other related issues in details. On Steve’s recommendation I am enclosing my proposal for your review.

I am confident that I can complete this project within the designated time period and close to (or under) budget. I also believe that my recommended approach will make the project run smoothly and effectively. I would be interested to know your feedback about the project proposal and I am ready to do any kind of amendments accordingly.

I have mailed Steve a separate copy of my proposal so that he has time to review it before your meeting on Friday. If either of you has questions before or during the meeting. Please give me a call. I will be in the office all day Thursday and most to Friday morning.

Sincerely

You’re Name Designation

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11

# PROJECT PROPOSAL

Prepared for :

# Company Name

Street Address City, ST ZIP Code

Contact Number : +123 456 7890

Prepared by :

# Company Name

Address

City, St ZIP Code

Contact Number : +123 456 7890

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry’s standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

# Projects Include

* Task Summery 1

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12

# PROJECT DETAILS

Details One

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# Details Two

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# Details Three

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# Assured from Clients & Order supplier

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#  Proposal & Terms of Service Accepted by the Company

Company’s Print Name/Title Date

 Proposal & Terms of Service Accepted by the Client

Client’s Print Name/Title Date

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14

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| --- | --- | --- |
| 01 | Project Name Here | Date : 00/00/2014 |
|  | Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry’s standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. | Project Information sample text |
|  | Subtotal : $ 345 |

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| 02 | Project Name Here | Date : 00/00/2014 |
|  | Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry’s standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. | Project Information sample text |
|  | Subtotal : $ 345 |

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| 03 | Project Name Here | Date : 00/00/2014 |
|  | Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry’s standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. | Project Information sample text |
|  | Subtotal : $ 345 |

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| --- | --- |
| Week/Hours | * Finished Tasks
 |
|  | 5% | 95% Remaining |  |
| Week/Hours | * Finished Tasks
 |
|  | 15% | 85% Remaining |  |
| Week/Hours | * Finished Tasks
 |
|  | 35% | 75% Remaining |  |
| Week/Hours | * Finished Tasks
 |
|  | 50% | 50% Remaining |  |
| Week/Hours | * Finished Tasks
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|  | 75% | 35% Remaining |  |
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### Introduction

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### Rules of Engagement

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### Boundaries

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### Respect

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### Audience Engagement

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# COMPLETION LETTER

Company Name Street Address City, ST ZIP Code

Project : Project Name Project Number : # 12345678

Project Completed.

As you probably know by now, I met with Steve Johnson last Wednesday to discuss about the project requirement, timeframe and budget and other related issues in details. On Steve’s recommendation I am enclosing my proposal for your review.

I am confident that I can complete this project within the designated time period and close to (or under) budget. I also believe that my recommended approach will make the project run smoothly and effectively. I would be interested to know your feedback about the project proposal and I am ready to do any kind of amendments accordingly.

I have mailed Steve a separate copy of my proposal so that he has time to review it before your meeting on Friday. If either of you has questions before or during the meeting. Please give me a call. I will be in the office all day Thursday and most to Friday morning.

#  Agreed by the Company

Signature Date

 Agreed by the Client

Client’s Signature & Print Name/Title Date

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18

# INVOICE

Company Name

Street Address here

Contact Number : +123 456 7890 E-mail : clientsid@doman.com [www.clientsweb.com](http://www.clientsweb.com/)

Account : 1234567890 Tax ID : 1234567890

Date : June 30, 2014

Due Date : July 30, 2014

|  |  |  |
| --- | --- | --- |
| Sl. No | Descriptions | Price |
| 01 | Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do iusmod tempor incididunt ut labore et dolore magna aliqua. | $ 600 |
| 02 | Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do iusmod tempor incididunt ut labore et dolore magna aliqua. | $ 700 |
| 03 | Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do iusmod tempor incididunt ut labore et dolore magna aliqua. | $ 750 |
| 04 | Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do iusmod tempor incididunt ut labore et dolore magna aliqua. | $ 900 |

Prepared by (Signature)

|  |  |
| --- | --- |
| Due | $ 1040 |

Company Name & Seal

In-charge Signature

|  |  |
| --- | --- |
| Total : | $ 2950 |
| TAX : VAT 20% : | $ 590 |
| Full Total | $ 3540 |
| Advance | $ 2500 |

# Terms :

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19

### Terms of Service

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### Description of Service

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### Payment

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### Scope of Changes

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### Ownerships & Usages

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20




### Company Name

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21

LOGO

123 Street Name Building Name

WHERE REALITY EXCEEDS EXPECTATION

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Country

Phone + 00 123 4567 890

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facebook/id twitter/id linkedin/id skype/id yahoo/id

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