



BUSINESS PROPOSAL TO
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[Click here and type CLIENT name]
[Click here and type PROPOSAL TITLE]

Submitted By

[Click here and type YOUR COMPANY name]

[Insert client logo] [Insert company logo]

[Click here and type DATE OF SUBMISSION]

[Click here and type CONTACT NAME IN YOUR ORGANISATION]

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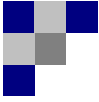


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Section 1 - Executive Summary

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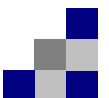


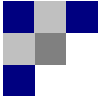
Section 2 - Our understanding of your requirement

2.1 - Scope of required work

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Section 3 - Our proposed solution

3.1 - Table of compliance

RFP ref.	Description	Comply	Non-comply	Notes
		✓		
			✗	
		✗		

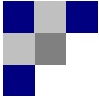
3.2 - Example subheading 2

3.2.1 *Example subheading 3*

3.2.2 *Example subheading 4*

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Section 4 - Schedule

4.1 - Project plan

The following project plan shows the high level project activities and milestones throughout the project. A full project schedule will be provided as part of the project initiation document.

Activities & milestones	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8

Key

Activity	
Milestone	*

4.1.1 Key dates

Milestone/deliverable	Date

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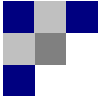
5.4 - Estimated expenses

Expense item	Maximum cost (£)

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Section 6 - Project team

6.1 - Project team structure

6.2 - Project team profiles

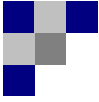
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Name:		
Job title:		
Qualifications:		
Role in this project:		
Roles in previous projects	Project title:	
	Client:	
	Date:	
	Description of role in project:	
	Project title:	
	Client:	
	Date:	
	Description of role in project:	
	Project title:	
	Client:	
	Date:	
	Description of role in project:	

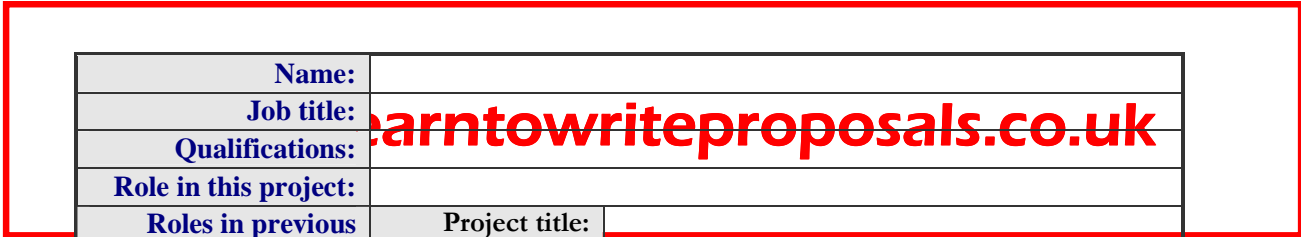
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Qualifications:		
Role in this project:		
Roles in previous projects	Project title:	
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	Description of role in project:	
	Project title:	
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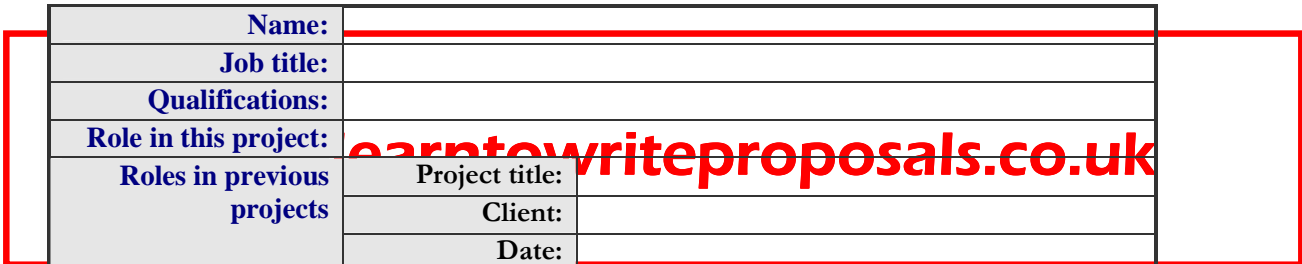




	Description of role in project:	
	Project title:	
	Client:	
	Date:	
	Description of role in project:	



Name:		
Job title:		
Qualifications:		
Role in this project:		
Roles in previous projects	Project title:	
	Client:	
	Date:	
	Description of role in project:	
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	Date:	
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Job title:		
Qualifications:		
Role in this project:		
Roles in previous projects	Project title:	
	Client:	
	Date:	
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	Description of role in project:	
	Project title:	
	Client:	
	Date:	
	Description of role in project:	

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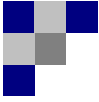
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	Date:	
	Description of role in project:	

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Section 7 - Previous experience

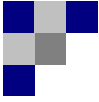
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Project title:	
Client:	
Dates of contract:	
Total duration:	
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Description:	
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Section 8 - Our profile

8.1 - Company overview

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8.2 - Project management

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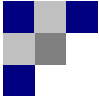
8.3 - Quality assurance

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8.4 - Project team

Name:		
Job title:		
Role in this project:		
Roles in previous projects	Project title:	
	Client:	
	Date:	
	Description:	
	Project title:	
	Client:	
	Date:	
	Description:	
	Project title:	
	Client:	
	Date:	
	Role in project:	

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Name:		
Job title:		
Role in this project:		
Roles in previous projects	Project title:	
	Client:	
	Date:	
	Description:	
	Project title:	
	Client:	
	Date:	
	Description:	
	Project title:	
	Client:	
	Date:	
	Role in project:	

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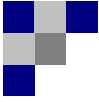
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Job title:		
Role in this project:		
Roles in previous projects	Project title:	
	Client:	
	Date:	
	Description:	
	Project title:	
	Client:	
	Date:	
	Description:	
	Project title:	
	Client:	
	Date:	
	Role in project:	

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Name:		
Job title:		
Role in this project:		
Roles in previous projects	Project title:	
	Client:	
	Date:	
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	Date:	
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	Role in project:	

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8.5 - Previous experience

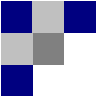
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Project title:	
Client:	
Dates of contract:	
Total duration:	
Value:	





Description:	
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Appendix A - Accounts

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Appendix B - Product datasheets

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