

PROPOSAL TO

[Click here and type CLIENT name]

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[Click here and type PROPOSAL TITLE]

SUBMITTED BY

[Click here and type YOUR COMPANY name]

[Insert client logo]

[Insert your company logo]

[Click here and type DATE OF SUBMISSION]

[Click here and type CONTACT NAME IN YOUR ORGANISATION]

[Click here and type YOUR ADDRESS]

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Proposal for [Click here and type CLIENT name]

[Click here and type PROPOSAL TITLE]

Submitted by [Click here and type YOUR COMPANY name]

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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
		✓		
			✗	

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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
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Key

Activity	
Milestone	*

4.1.1 Key dates

Milestone/Deliverable	Date

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Section 5 - Costs

5.1 - Table of costs

Item Description	Cost per Item (£)	Number of Items	Total (£)
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Sub-total			
Shipping and handling			
VAT @ 17.5%			
Total			

5.2 - Budget assumptions

- Assumption 1
- Assumption 2
- Assumption 3

5.3 - Invoicing schedule

Milestones	Invoice Date	Value (exc. VAT)	Value (inc. VAT)	Percentage of Total
Total:				

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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

Name:	
Job Title:	
Qualifications:	
Role in this Project:	
Roles in Previous Projects	Project Title: writeproposals.co.uk 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:

Name:	
Job Title:	
Qualifications:	
Role in this Project:	
Roles in Previous Projects:	Project Title: Client: Date: Description of Role in project:
	Project Title: writeproposals.co.uk Client: Date: 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:
	Project Title: writeproposals.co.uk Client: Date:
	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:
	Project Title: Client: Date: Description of Role in project:
	Project Title: writeproposals.co.uk Client: Date: Description of Role in project:

Section 7 - Previous experience

Project Title:	
Client:	
Dates of Contract:	
Total Duration:	
Value:	
Description:	www.learntowriteproposals.co.uk

Project Title:	
Client:	
Dates of Contract:	
Total Duration:	
Value:	
Description:	

Project Title:	
Client:	
Dates of Contract:	
Total Duration:	
Value:	
Description:	www.learntowriteproposals.co.uk

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:

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:

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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8.5 - Previous experience

Project title:	
Client:	
Dates of Contract:	
Total Duration:	
Value:	
Description:	
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Project title:	
Client:	
Dates of Contract:	
Total Duration:	
Value:	
Description:	

Project title:	
Client:	
Dates of Contract:	
Total Duration:	
Value:	
Description:	

Project title:	www.learntowriteproposals.co.uk
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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