

Proposal to

[Click here and type CLIENT name]

[Insert client logo]

[Click here and type PROPOSAL TITLE]

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Submitted by

[Click here and type YOUR COMPANY name]

[Insert your company logo]

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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

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RFP ref.	Description	Comply	Non-comply	Notes
	<a href="http://www.learntowriteproposals.co.uk">www.learntowriteproposals.co.uk</a>	✓	x	

### 3.2 - Example subheading 2

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**3.2.1**      *Example subheading 3*

**3.2.2**      *Example subheading 4*

## 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

## Section 5 - Costs

### 5.1 - Table of costs

Item description	Cost per item (£)	Number of items	Total (£)
<i><b>www.learntowriteproposals.co.uk</b></i>			
<b>Sub-total</b>			
Shipping and handling			
VAT @ 17.5%			
<b>Total</b>			

### 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
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## Section 6 - Project team

### 6.1 - Project team structure

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### 6.2 - Project team profiles

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<b>www</b>	<b>Name:</b>	
	Job title:	
	Qualifications:	<i>osals.co.uk</i>
	Role in this project:	
	<b>Roles in previous projects</b>	
<b>Project title:</b>		
Client:		
Date:		
Description of role in project:		
<b>Project title:</b>		
Client:		
Date:		
Description of role in project:		
<b>Project title:</b>		
Client:		
Date:		
Description of role in project:		
<b>Name:</b>		

Job title:	
Qualifications:	
Role in this project:	
<b>Roles in previous projects</b>	
<b>Project title:</b> Client: Date: Description of role in project:	
<b>Project title:</b> Client: Date: Description of role in project:	
<b>Project title:</b> Client: Date: Description of role in project:	



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

Description of role in project:	
<b>Project title:</b>	
Client:	
Date:	
Description of role in project:	

<b>Name:</b>	
Job title:	
Qualifications:	
Role in this project:	

<b>Roles in previous projects</b>
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<b>Project title:</b>	
Client:	<i>osals.co.uk</i>
Date:	
Description of role in project:	

<b>Project title:</b>	
Client:	
Date:	
Description of role in project:	

<b>Project title:</b>	
Client:	
Date:	
Description of role in project:	

**www**

## Section 7 - Previous experience

<b>www</b>	<b>Project title:</b>	
	<b>Client:</b>	
	Dates of contract:	
	Total duration:	
	Value:	
	Description:	
		<b>osals.co.uk</b>
	<b>Project title:</b>	
	<b>Client:</b>	
	Dates of contract:	
	Total duration:	
	Value:	
	Description:	
	<b>Project title:</b>	
	<b>Client:</b>	
	Dates of contract:	
	Total duration:	
	Value:	

Description:	
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<b>Project title:</b>	
<b>Client:</b>	
Dates of contract:	
Total duration:	
Value:	
Description:	

**www**

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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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## Appendix A - Accounts

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## Appendix B - Product datasheets

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