**Business Proposal**

**Business Name**

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**Business Overview**

In the summary, you will want to do a brief synopsis of the rest of the proposal. This will include an introduction to your business, your company's goals, any plans or milestones you have had. You can also include other relevant details you feel will further explain the proposal.

**Buyer’s Problem**

Every business and service is designed to answer a problem that the customer base of said business has. In this section, you will outline that briefly.

**Services & Solutions**

You will take the problem you have just discussed and explain how your services or product is a solution to those main points. Make sure that your explanation of how you will solve this problem is detailed and easy to understand.

**Experience**

Now that you have discussed the problem and the solution, you also need to lay out why you are qualified to help these buyers with their problem. Here you will cover how qualified you are as well as any member of the staff and explain why these qualifications and experience are best suited to solve the buyer's problem.

**Project Timeline**

You want to let the reader of your proposal know that you are very well prepared to handle the project. So then, in this section, you will lay out a timeline of how and when you will be able to deliver the final project. This can be done in an infographic or even a simple outline or flow chart.

**Pricing & Billing**

In this section, you will, in a detailed manner, lay out your fees, payment schedules, and terms.

**Terms & Conditions**

In the terms and conditions section, you will want to sum up all the things you have to discuss delivering from the sections above. This is also the section you will put any buyer requirements that you deem necessary for your business/projects. Make sure you summarize the project timeline as well as payment methods and schedule so that everything is clear to both you and the potential customer.

**Signatures**



Your Signature Customer Signature

Date: Date: