

CONSULTING PROPOSAL

[Project name] for [Client]

Prepared for	[Client contact, company]
Prepared by	[Your name, firm]
Date	[Date]
Valid until	[Date]

1. Where you are now

Their situation in their words. Show you listened.

[Current situation]

2. What you want

Two or three goals, each measurable.

[Goals]

3. Approach

Phases, each with what happens and what the client gets.

[Approach]

4. Deliverables

What they will hold in their hands.

[Deliverables]

5. Timeline

Start, key dates, end.

[Timeline]

6. Investment

Two or three options, so the client chooses which, not whether.

Option	Includes	Fee
[Option 1]	[Includes]	[Fee]
[Option 2]		
[Option 3]		

7. Next steps

[How to say yes, and what happens after]