Small Business Proposal Template:

BUSINESS PROPOSAL

Proposal given by: _____ [mention the name of the small business firm presenting the proposal]

Address: _____ [give proper postal address of the business firm]

Contact number: _____ [telephone]

_____ [fax]

Website: _____ [give the email address]

Proposal submitted to: _____ [mention the name of the individual or company to whom the proposal has been given]

Address: _____ [provide proper postal address]

Telephone number: _____

Fax: _____

Website address: _____ [give proper email id]

Proposal prepared by: _____ [mention the name of the individual/ team preparing the proposal]

Date of submission: _____ [mention the exact date of submitting the proposal]

Introduction: _____ [mention the title and give a brief description of the proposal]

Purpose: _____ [mention the purpose of the particular proposal]

Details of the proposal:

- _____
- _____
- _____

[mention the work plan to be executed, as included in the proposal]

Costs involved: _____ [give a report of all the expenditures and other financial aspects involved, if any]

Benefits:

- _____
- _____

[mention the advantages of the proposal, specially to the individual or company it has been subject to, to gain their approval]

Last date of submitting the proposal acceptance _____

More at samplebusinesstemplates.com