[PROPOSAL TITLE HERE]

A Proposal To:



[ENTER CLIENT NAME HERE]

MONTH DAY YEAR

[COMPANY NAME HERE]

Ph:

Fx:

Mo:

555.555.5555

555.555.5555

555.555.5555

email@address.com

www.word-templates.com

[INSERT HEADLINE HERE]

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When you’re writing a proposal, write it so that someone who has never heard of your company can understand what you’re offering as quickly as possible. Stay away from using jargon, acronyms, or complicated terms.

If you’re not sure what to write, make a list of “what we do” and then a list of “why our products or services are the best.” Use that information to create your proposal.

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