

# Simple Service Proposal Template

[Your Name]  
[Your title]  
[Your Company Name]  
[Your Contact Information]  
[MM/DD/YYYY]

Client Name / Company Name  
Client's Address Line 1  
Client's Address Line 2

[Redacted Address Line]

Dear [Client's Name],

I hope this message finds you well. I am reaching out to propose [briefly describe your service].

At [Your Company Name], we specialize in [highlight your expertise]. With [years of experience] in [industry/service area], we are confident in our ability to help [Client's Company Name] achieve [desired outcome].

This proposal outlines the services we believe align best with your needs. Each is designed to [explanation of purpose] and includes a clear timeline and pricing structure.

Thank you for considering [Your Company Name]. We look forward to discussing how we can support [Client's Company Name] in reaching its goals.

Sincerely,

[Your full Name, Title/Role]

[Company Name]

[Redacted Signature Line]

Name | Email | Website | Additional info

[Redacted Footer Line]

## Services Offered

- Service 1: [brief explanation of the feature and benefit].
- Service 2: [brief explanation of the feature and benefit].
- Service 3: [brief explanation of the feature and benefit].

## Pricing

Service	Description	Cost
Service 1	[brief description]	Amount
Service 2	[brief description]	Amount
Service 3	[brief description]	Amount

## Timeline, Terms, and Contact Information

- Phase 1: Initial Planning – estimated 1 week
- Phase 2: Service Implementation – estimated 3 weeks
- Phase 3: Final Review and Adjustments – estimated 1 week

## Terms and Conditions

- Payment is due 50% upon signing and 50% upon project completion.
- All deliverables are guaranteed to meet the outlined specifications.
- Termination of services requires a two-week written notice.

## Contact Information

Name
Role / Position / Title
Phone
Email
Company Address
Website / URL

Please feel free to reach out with any questions or additional requirements. We are here to support your success!

# **Sample Service Proposal Document**

**Joseph A. Demkin, The American  
Institute of Architects**



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