

QUOTE / PROPOSAL

Valid until: [Expiration Date]

Prepared For:

[Client Company Name]

[Contact Person]

Prepared By:

[Your Company Name]

[Your Name]

1. Project Scope & Objectives

Based on our discussions, we propose the following scope of work:

[Provide a brief overview of the project, deliverables, and main goals...]

2. Deliverables & Pricing

Deliverable / Phase	Est. Timeline	Cost
<u>[Phase 1: Discovery & Strategy]</u>	<u>[Weeks]</u>	<u>[Amount]</u>
<u>[Phase 2: Implementation]</u>	<u>[Weeks]</u>	<u>[Amount]</u>
<u>[Phase 3: Testing & Handover]</u>	<u>[Weeks]</u>	<u>[Amount]</u>

Estimated Total Investment: [Total Amount]

3. Approval & Acceptance

To proceed with this proposal, please sign and date below. Upon signing, this document will serve as an official agreement to commence work.

CLIENT AUTHORIZATION

Signature & Name

Date

VENDOR AUTHORIZATION

Signature & Name

Date

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