



BUSINESS PROPOSAL

Private and Confidential

Prepared by:

ACME GLOBAL Company

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example@example.com

This proposal is prepared for:

Dear _____,

Thank you for your time on checking our business proposal.

We are ABC Business Company and we provide first-rate and superior business solutions. We produce a high-quality service that is affordable and flexible.

Our priority is to provide solutions that will add value to your business and business incubation.

In this proposal, you'll see short information about our services, pricing quote, terms and conditions.

We look forward to working with you.

Sincerely,

Robin F Reyes
General Director

COMPANY OVERVIEW

ABOUT THE COMPANY

We are ABC Business Company and we provide first-rate and superior business and administrative services. We produce a high-quality service that is affordable and flexible.

Since our establishment, we have served many individual and corporate customers. With our professional team, we offer services in line with the special needs of the Clients.

VISION & MISSION STATEMENT

Our vision is to produce high-quality service that is affordable and flexible to our Clients. Our aim is to create programs in line with the specific needs of our clients and to transform and improve the workflow.

In this direction, we first analyze the Client's workflow and identify the areas that need to be improved. Then we make a calendar and get stronger together!

If you want to grow your business and become a bigger player in the market, check out our services.

SERVICES OFFERED

Services	Price	Duration	

* These prices are valid until _____ . After the validity date, please ask for the new prices.

TERMS & CONDITIONS

1. Parties

This Business Proposal is specially prepared for _____ (the "Client" hereinafter) by ABC Business Company (the "Company" hereinafter).

If the Proposal is approved, it will be accepted as an agreement between the parties and terms and conditions set out below will be binding between the Client and the Company.

2. Term and Termination

The service indicated above shall start on _____ and shall end upon approval of the last report by the Client.

Each party has the right to terminate the contract by giving 30 days written notice.

If the customer terminates the contract without any reason, the services provided shall be stopped on the date of termination and the return of the materials, if any, will be made within 3 working days at the latest.

3. Pricing and Payments

The Client requests _____, _____, _____ from the services specified above. The duration of the foreseen for services is _____.

The Payment Schedule and plan of action is as follows;

First Phase:

Deadline: _____

Required Payment: _____

Second Phase:

Deadline: _____

Required Payment: _____

Third Phase:

Deadline: _____

Required Payment: _____

FINAL REPORT

Deadline: _____

Required Payment: _____

Payments will be made by _____. If the client failed to pay within (5) days after the due date, late charges of _____ shall be applied.

If the Client defaults on payment, the Company may suspend services or terminate the contract immediately, with a written notice.

After the submission of the final report, the Client may request a one-off correction. Requesting a correction does not remove the obligation to pay the last installment.

4. Rights and Obligations of The Parties

- The Company assures that the services offered shall be in excellent and first-rate quality.
- The Client informs the Company of its opinions and suggestions after each phase. It may request improvement regarding the work done. However, an issue that is not within the scope of the service can only be requested if it is agreed with a new written contract.
- The Client is obliged to provide accurate and complete information to the Company regarding the organizational structure and its Clients etc. In cases where incorrect information is given to the Company, the Client is responsible for any damages that may arise.
- The Company will protect all kinds of data provided to it by the Client within the scope of the service with great confidentiality.
- The Company accepts and undertakes that it will protect all confidential information, including but not limited to trade secrets, employee data, customer information, and will not transfer it to third parties except in cases of legal obligation. If the Client suffers a loss due to the disclosure of its information, the Company is obliged to compensate for this loss.
- Any changes within the Client that may affect the scope and delivery of the service Shall be immediately notified to the Company.

5. Amendment

This proposal can only be changed or modified by the Company. A new proposal will be made if the Client wishes to change the content of the document.

After the approval of the Client, the terms and conditions shall only be modified or changed by the written mutual consent.

6. Governing Law and Dispute Resolution

This proposal and the Agreement shall be governed and interpreted under the laws of the State of _____ in the _____.

All kinds of disputes arising from this Agreement shall be tried to be resolved primarily through peaceful resolution methods such as conciliation and mediation.

Company's Signature

As of the date of _____, this proposal approved and the above terms and conditions have become binding.

Client Signature



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