

Sales Proposal Form Template Word

Proposal Date: ____ / ____ / ____

Proposal Number: _____

Prepared By:

Business Name: _____

Contact Name: _____

Email: _____ Phone: _____

Prepared For:

Client Name: _____

Company Name: _____

Email: _____ Phone: _____

Proposal Summary

This document serves as a formal sales proposal for the following product(s) or service(s):

- One-Time Purchase
- Subscription-Based Service
- Custom Sales Agreement

Scope of Work

The following items will be delivered as part of this sales agreement:

Cost Breakdown & Terms

Total Cost: \$ _____

Payment Structure:

- One-Time Payment**
- Monthly Installments for _____ Months**
- Other: _____**

Approval & Signatures

Client Name: _____ **Signature:** _____

Date: ____ / ____ / ____

Business Representative: _____ **Signature:**

_____ **Date:** ____ / ____ / ____