**Small Business Sales Proposal Form**

**Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_  
Proposal Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Client Information  
Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_  
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposal Overview  
This proposal is intended to outline the sales offer made by [Your Business Name] to [Client’s Business Name]. The offer is valid for a period of 30 days from the date of issuance unless otherwise specified.**

**Products/Services Offered  
☐ Product Sales  
☐ Service Subscription  
☐ One-Time Consulting  
☐ Custom Solution**

**Description of Proposed Product/Service:**

**Pricing & Payment Terms  
Total Cost: $\_\_\_\_\_\_\_\_\_\_  
Payment Terms:  
☐ Full Payment Due at Signing  
☐ 50% Deposit, 50% Upon Completion  
☐ Monthly Installments Over \_\_\_\_ Months**

**Acceptance & Authorization  
By signing below, the client agrees to the terms outlined in this proposal.**

**Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_  
Business Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_**