**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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_**