

# 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:

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