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(Insert Type of) Services Proposal Client Name

Service Approach

Per the Scope of Service defined in client company name's Request for Quotation for specify type of services, insert your company name will provide specify type of services to be provided.

Insert primary contact name will be the insert your company name representative assigned to provide to client company name. Give a brief description of the primary contact's position in and role with the company.

Specify additional relevant details about your firm's service approach. _____
_____
_____
_____

Statement of Experience and Capabilities

Insert your company name has extensive experience type of consulting services to clients in specify industry or geographic, giving additional detail as needed to illustrate how your firm is uniquely qualified to meet the client's needs.

Insert your company name has provided insert type of services since insert year.

Projects completed include:

- Bullet points detailing specifics regarding your firm's experience and capabilities specific to this proposal.
- _____
- _____
- _____
- _____

Services provided include:

- Bulleted listing of services your company provides that fall within the scope of the proposal.
- _____
- _____
- _____

Other Sections as Needed

Include other sections as specifically defined in the RFP to which you are responding.

Professional References

Companies that insert your company's name currently provides type of services for include:

Client Company #1

Contact Name
Street Address
City, State Zip
Email address
Telephone number

Client Company #2

Contact Name
Street Address
City, State Zip
Email address
Telephone number

Client Company #3

Contact Name
Street Address
City, State Zip
Email address
Telephone number

Fee Proposal

Specify fees based on the manner requested in the proposal (hourly, monthly, by project, etc.), being sure to specify any specific terms and conditions - such as additional reimbursement required for out-of-pocket expenses and/or agreement to comply with client company's payment terms.