## horizontal line**Individual Consultant Financial Proposal**

### **1. Proposal Summary**

* **Consultant Name:** [Your Name]
* **Project Title:** [Project Name]
* **Client Name:** [Client/Organization Name]
* **Date:** [Submission Date]

### **2. Executive Summary**

* Summary of consultancy services to be provided.
* Highlight the expected deliverables and benefits.

### **3. Scope of Work**

* Detailed description of tasks and responsibilities.
* Objectives to be achieved during the engagement.

### **4. Financial Details**

#### **4.1 Fee Structure**

* **Fee Breakdown by Task/Service:**

| **Task/Service** | **Estimated Hours** | **Hourly Rate** | **Total Cost** |
| --- | --- | --- | --- |
| Task 1 | [Hours] | [$Rate] | [$Amount] |
| Task 2 | [Hours] | [$Rate] | [$Amount] |
| **Total** |  |  | **[$Total]** |

#### **4.2 Payment Terms**

* Specify payment milestones or intervals:
  + Initial payment: [% of total]
  + Progress payment(s): [% of total]
  + Final payment upon completion: [% of total]

#### **4.3 Reimbursable Expenses**

* Travel, accommodation, or other approved expenses.

### **5. Timeline**

* Duration of consultancy with key deliverables.

### **6. Terms and Conditions**

* Confidentiality, termination clauses, and liability limitations.

### **7. Conclusion**

* Encourage the client to approve the proposal.

### **8. Appendices**

* Resume/CV, portfolio, or references.