**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12205&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Basic+Consulting+Proposal-word-12205&lpa=Blank+Basic+Consulting+Proposal+word+12205)Microsoft Word Basic   
Consulting Proposal Template**

Client Information

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Role |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Phone |  |
| Email |  |

**Greeting**

Dear (Client Name),

Thank you for the opportunity to consult with [Client Company Name] on the [Project Name].

[Consulting Company Name] has been delivering tailored, innovative solutions to drive exceptional results for [X] years. We’ve collaborated on similar ventures in the past, and we’re eager to bring our experience and enthusiasm to your project.

**Project Overview**

|  |
| --- |
| Provide a high-level project description, including goals, timeline, resources, and expected outcomes. |

**Challenge(s) and Proposed Solutions**

|  |  |
| --- | --- |
| Challenge 1 | Solution |
| Challenge 2 | Solution |
| Challenge 3 | Solution |

**Project Objectives**

|  |  |
| --- | --- |
| Objective 1 |  |
| Objective 2 |  |
| Objective 3 |  |

**Approach**

|  |
| --- |
| Describe the philosophy that will guide the project. |

**Deliverables**

|  |
| --- |
| Deliverable 1 |
|  |
| Deliverable 2 |
|  |
| Deliverable 3 |
|  |
| Deliverable 4 |
|  |

**Schedule and Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverable | Person Responsible | Start Date | End Date |
|  |  | MM/DD/YY | MM/DD/YY |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Team Experience and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Team Members | Experience | Responsibilities | End Date |
| Name, Title/Role |  |  |  |
| Name, Title/Role |  |  |  |
| Name, Title/Role |  |  |  |
| Name, Title/Role |  |  |  |
| Name, Title/Role |  |  |  |

**Cost and Payment Terms**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Rate | Hours | Price |
|  |  |  | $0.00 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total** | | | **$0.00** |

Consultant Contact Information

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Role |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Phone |  |
| Email |  |

Signatures

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Date | MM/DD/YY |

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Date | MM/DD/YY |

|  |
| --- |
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