**[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=Freelance+Consulting+Proposal-word-12205&lpa=Freelance+Consulting+Proposal+word+12205)Microsoft Word Freelance   
Consulting Proposal Template**

Proposal

Consultant Name:

Date: MM/DD/YY



Client Name

Address Line 1

Address Line 2

Contact Name, Title

Dear [Client’s Name],

Thank you for the opportunity to address [Company’s Name]’s challenge of [Challenge]. I appreciate your trust in my expertise, and I’m excited to collaborate to develop effective solutions.

My goal is to [Goal] by leveraging my skills and experience to provide tailored strategies that meet your immediate needs and contribute to your long-term success. Thank you for considering my services.

****[Consultant’s Name]  
[Title]  
[Contact Information]

Project Overview and Objectives

|  |
| --- |
| Description |

Deliverables

|  |  |
| --- | --- |
| Project Deliverables | Milestones |
|  |  |
|  |  |
|  |  |

Objectives …

Project Objectives

Success Criteria

|  |
| --- |
| Description |

Methodology and Approach

|  |
| --- |
| Description |

**A person with dark hair wearing a purple shirt

Description automatically generated**

Consultant’s

Description

Background

Portfolio and Qualifications

|  |
| --- |
| Description |

Client Testimonials

“Quote from client.”

*—Name, Title, Company*

****

****

“Quote from client.”

*—Name, Title, Company*

“Quote from client.”

*—Name, Title, Company*

Services and Pricing

|  |  |  |  |
| --- | --- | --- | --- |
| Services | Hourly Rates | Project-Based Fees | Retainer Agreements |
|  |  |  |  |
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