**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12274&utm_source=template-word&utm_medium=content&utm_campaign=Security+Services+Proposal-word-12274&lpa=Security+Services+Proposal+word+12274)**

**Security Services Proposal Template**

|  |  |
| --- | --- |
| Proposal Overview | |
| Client Name |  |
| Proposal Title |  |
| Date | MM/DD/YY |



**Security Services**

About Us

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| --- |
| **Company Overview** |
| A brief description of the company, its mission, and its vision. | |

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| **Experience and Expertise** |
| Years of experience, certifications, and industries served. | |

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| **Core Values** |
| E.g., professionalism, integrity, responsiveness. | |

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| **What Sets Us Apart** |
| Key differentiators like advanced technology, customized services, etc. | |

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| Company Information | |
| Company Name |  |
| Contact Information |  |
| Website |  |
| Team Introduction | Optional section to summarize leadership or security team credentials. |

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| Scope of Services | |
| Type of Security Services Needed | |
| E.g., on-site guards, remote monitoring, risk assessments. | |
| Number of Personnel / Guards Required |  |
| Service Hours | E.g., 24/7, event-specific, nighttime coverage. |
| Location(s) to Secure |  |
| Duration of Service | E.g., contract period or one-time event. |

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| Client Requirements |
| Specific Security Concerns |
| E.g., theft prevention, employee safety, access control. |
| Required Equipment or Technology |
| E.g., cameras, metal detectors, communication tools. |
| Preferred Response Protocols |
| E.g., reporting timelines, emergency handling. |

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| Service Plan |
| Proposed Security Strategies |
| E.g., patrol schedules, surveillance methods. |
| Team Structure |
| E.g., roles of security personnel. |
| Additional Services Offered |
| E.g., risk assessments, training. |

Cost Breakdown

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| --- | --- | --- | --- |
| Description | Unit Cost | Quantity | Total Cost |
| On-Site Security Guard | $25/hour | 160 hours/month | $4,000 |
| Remote Monitoring Service | $500/month | 1 month | $500 |
| Equipment Installation | $1,500 (one time) | - | $1,500 |
| Surveillance Cameras | $250/unit | 10 units | $2,500 |
| Monthly Maintenance Fee | $100/month | 1 month | $100 |
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|  |  |  |  |
| **Total Estimated Cost** | | | $8,100 |

Terms and Conditions

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| **Payment Terms** |
| E.g., deposit, invoicing schedules. | |

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| **Contract Termination Policies** |
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| **Liability Agreements** |
|  | |

Client Acknowledgements

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| --- | --- | --- | --- |
| Prepared By |  |  | Date |
|  | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed By |  |  | Date |
|  | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Client Approval |  |  | Date |
|  | | |  |

Additional Notes or Attachments

E.g., maps, schedules, specific requirements.

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