**[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=Simple+Service+Proposal-word-12274&lpa=Simple+Service+Proposal+word+12274)Simple Service Proposal Template**

**[Your Name]**

**[Your Title]**

**[Your Company Name]**

**[Your Contact Information]**

**[MM/DD/YYYY]**

**Client Name / Company Name**

**Client’s Address Line 1**

**Client’s Address Line 2**

Dear [Client’s Name],

I hope this message finds you well. I am reaching out to propose [briefly describe your service].

At [Your Company Name], we specialize in [highlight your expertise]. With [years of experience] in [industry/service area], we are confident in our ability to help [Client’s Company Name] achieve [desired outcome].

This proposal outlines the services we believe align best with your needs. Each is designed to [explanation of purpose] and includes a clear timeline and pricing structure.

Thank you for considering [Your Company Name]. We look forward to discussing how we can support [Client’s Company Name] in reaching its goals.

Sincerely,

[Your Full Name, Title/Role]

[Company Name]

**Phone | Email | Website | Additional Links**

Services Offered

* **Service 1:** [Brief explanation of the feature and benefit].
* **Service 2:** [Brief explanation of the feature and benefit].
* **Service 3:** [Brief explanation of the feature and benefit].

Pricing

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Service 1 | Brief description | Amount |
| Service 2 | Brief description | Amount |
| Service 3 | Brief description | Amount |
|  |  |  |
|  |  |  |
|  |  |  |

Timeline, Terms, and Contact Information

* Phase 1: Initial Planning – estimated 1 week
* Phase 2: Service Implementation – estimated 3 weeks
* Phase 3: Final Review and Adjustments – estimated 1 week

Terms and Conditions

* Payment is due 50% upon signing and 50% upon project completion.
* All deliverables are guaranteed to meet the outlined specifications.
* Termination of services requires a two-week written notice.

Contact Information

|  |
| --- |
| Name |
| Role / Position / Title |
| Phone |
| Email |
| Company Address |
| Website / Links |

Please feel free to reach out with any questions or additional requirements. We are here to support your success!

|  |
| --- |
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