

Training Services Proposal Template

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Proposal Overview	
Client Name	
Proposal Title	
Date of Submission	



About Us

Company Overview

Experience and Expertise

Core Values

Training Needs Assessment

Type of Training Needed

Number of Participants

Training Objectives

Preferred Delivery Method

Timeline

Scope of Services

Training Modules

Training Duration

Customization Options

Support Materials

Service Plan

Trainer Details

Training Format

Performance Tracking

Post-Training Support

Pricing

Description	Unit Cost	Quantity / Hours	Total Cost
Total Estimated Cost			

Terms and Conditions

Payment Terms

Cancellation Policy

Intellectual Property

Client Acknowledgements

Prepared By

Date

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Reviewed By

Date

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Client Approval

Date

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Additional Notes or Attachments

Use this section for supplementary materials, such as sample training schedules, trainer bios, or assessments.

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