**Transportation Services
Proposal Template**

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| --- |
| **Company Name** |
| Contact Information |  |
| Proposal Title |  |
| Date |  |
| Client’s Name |  |
| Company Name (if applicable) |  |

**About Us**

**Company Overview**

Write a brief introduction about your company, focusing on core values, mission, and any relevant experience in transportation.

**Your Company Logo**

**Team and Expertise**

List key team members who will work with the client, briefly describing their relevant skills and expertise.

**Client Needs Assessment**

**Client’s Transportation Requirements**

Summarize the client’s specific transportation needs (e.g., frequency, type of goods, special handling), based on any initial conversations.

**Proposed Solutions**

List key team members who will work with the client, briefly describing their relevant skills and expertise.

**Services Offered**

**Core Services**

List your main services here, providing a brief description of each. Examples might include "Freight Transport," "Same-Day Delivery," "Temperature-Controlled Transport," or "Specialized Cargo Handling."

**Additional Services**

Include any secondary services you offer (e.g., warehousing, route optimization) that could benefit the client, giving a short description of each.

**Pricing Structure**

**Billing Options**

Outline available pricing models, like per-mile rates or flat fees, and customize to the client's specific requirements.

**Cost Breakdown**

Provide a clear breakdown of costs for each service, including any extra fees.

**Payment Terms**

Provide a clear breakdown of costs for each service, including any extra fees.

|  |  |  |  |
| --- | --- | --- | --- |
| Service | Billing Option | Cost Breakdown | Payment Terms |
| Freight Transport | Per-Mile Rate | Rate per Mile | Billed per Mile |
| Same-Day Delivery | Flat Fee | Rate per Package; Additional Rush Fees | Monthly Billing per Delivery |
| Service 3 | Brief Description |  | Amount |
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**Safety and Compliance Measures**

**Safety Protocols**

Describe your company’s safety practices, such as driver training, vehicle maintenance, and security procedures for goods in transit.

**Compliance and Certification**

List any industry certifications or regulatory standards your company meets, especially for specialized transport needs.

**Tracking and Technology**

**Real-Time Tracking**

Explain your tracking capabilities, such as GPS tracking or client access portals.

**Reporting Tools**

Describe any reporting features available to clients for reviewing delivery performance or tracking metrics.

**Service Schedule and Delivery Timeline**

**Delivery Timelines**

Outline expected delivery times for each service, such as same-day or next-day delivery.

**Delivery Schedule**

For recurring shipments, provide a delivery schedule.

|  |  |  |
| --- | --- | --- |
| Service | Estimated Delivery Timeframe | Availability |
| Same-Day Delivery | Within 4–8 Hours | 7 Days per Week |
| Next-Day Delivery | Within 24 Hours | Monday to Saturday |
|  |  |  |
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**Te****rms and Conditions**

**Service Scope**

Define the scope of each service here, specifying any exclusions.

**Liability and Insurance**

Outline your insurance coverage and liability limitations for transported goods.

**Cancellation Policy**

Detail your cancellation or rescheduling policies. Include any applicable fees.

**Client Testimonials**

If applicable, include positive feedback or success stories that showcase your reliability, particularly from clients in similar industries.

**Next Steps**

**Engagement Instructions**

Outline the next steps for the client, such as signing the proposal or scheduling a follow-up meeting.

**Contact Information**

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

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