



PROPOSAL KIT SAMPLE

Network Cabling Sample Proposal

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Cover Letter, Title Page, Table of Contents, Client Summary, Estimate, Installation Schedule, Permits and Licenses, Contract and Terms, Qualifications, References, Back Page

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This sample is intended for use as a guide for you to get ideas on how to create your own. Most documents will start with a Cover Letter, Title Page, Executive or Client Summary and a Cost Summary or Estimate then will include additional chapters as needed.

Read this article for more help - [How to Write an Information Technology Business Proposal](#)

Daniel Singh
CEO
HarborLite Technologies
9703 Castle Drive
Newport, OR 97365

Dear Mr. Singh,

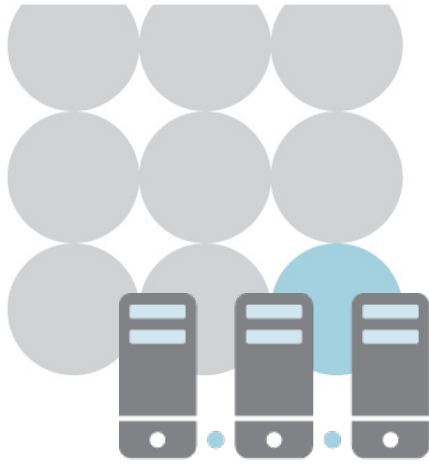
We would be most pleased to design and install your new computer network at your new corporate facility in Newport, OR.

Northwest Computer Cabling, Inc. is located in Portland, but we travel throughout the state of Oregon and into southwestern Washington State to install computer networks. We have designed and installed networks for more than 300 companies of all sizes.

Please find enclosed our proposal and cost estimates for your new computer network. The prices listed herein are good for thirty days. We hope to be working with you soon.

Sincerely,

Greg Nealson
Lead Designer
Northwest Computer Cabling, Inc.
555-545-5012
gn@nwcabling.com
www.nwcabling.com



Northwest Computer Cabling, Inc.
92 Blackmoor Road
Portland, OR 97204

(PH) 555-545-5012
(FX) 555-545-5013
www.nwcabling.com

...Proposal

Network Cabling Design and Installation

Prepared for: Daniel Singh
CEO

Prepared by: Greg Neelson
Lead Designer



...Description

Thank you for the opportunity to bid on designing and installing your computer network at your new corporate headquarters.

Northwest Computer Cabling, Inc. is located in Portland, but we travel throughout the state of Oregon and into southwestern Washington State to install computer networks. We have designed and installed networks for more than 300 companies of all sizes.

Proposal Number: PN-3

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...Client Summary

The Objective...

HarborLite Technologies is a rapidly growing company that plans to move into their new corporate headquarters within the next six months. HarborLite Technologies is upgrading their computer system and requires a new network to complete the system.

- **Need #1:** Analysis of current and future needs for a new computer network.
- **Need #2:** A design for a new computer network.
- **Need #3:** An implementation plan for a new computer network.

The Opportunity...

After meeting with Daniel Singh, Northwest Computer Cabling Inc. believes that HarborLite Technologies' goals are as follows:

- **Goal #1:** Design a computer network that serves the company's current needs and can grow with the company.
- **Goal #2:** Formulate an installation plan that will cause as little disruption to current business as possible.
- **Goal #3:** Install the new network and get it up and running as soon as possible.

The Solution...

Northwest Computer Cabling Inc. specializes in designing and installing computer networks. We propose to install LANwork 5000 products, which offer maximum flexibility and security.

- **Recommendation #1:** Install LANwork 5000 F22 Layer Hi-Speed switches for cost-effective Layer 2 10/100 and 10/100/1000 Ethernet switching.
- **Recommendation #2:** Install LANwork 5000 Unmanaged 16-port 10/100/1000 switch; Layer 2 with compact design and auto MDI/MDIX and IEEE 802.1p features.
- **Recommendation #3:** Run heavy-duty hi-load capacity cable throughout building to accommodate current network needs and allow for future attachments.

... Estimate

Services

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Ext. Price</i>
Permits and Licenses	\$200.00	1	\$200.00
Network Design	\$3,000.00	1	\$3,000.00
24x7 Priority Support (12 Months)	\$8,000.00	1	\$8,000.00
Network Installation	\$16,000.00	1	\$16,000.00

Hardware

<i>Description</i>	<i>Unit Price</i>	<i>Quantity</i>	<i>Ext. Price</i>
LANWork 5000 F22 Switch	\$900.00	2	\$1,800.00
LANWork 6000 F16 Hub	\$2,500.00	1	\$2,500.00
Fiberoptic Cable	\$1,000.00	1	\$1,000.00
Firewall	\$900.00	1	\$900.00
Telecommunications Closet	\$8,000.00	1	\$8,000.00
Wall Plates and Connections	\$6.00	80	\$480.00
CAT-6 Cable	\$1,000.00	1	\$1,000.00
LanWork 8000 Modems	\$600.00	3	\$1,800.00

Total Estimate for Project: \$44,680.00

Standard Disclaimer: The numbers represented above are to be used as an estimate for the projects discussed. The above Estimate does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.

••• Installation Schedule

Northwest Computer Cabling, Inc. will follow the installation schedule below.

Before any work can begin, all computer devices currently used by HarborLite Technologies employees need to be accounted for and have a space reserved for them on the architectural blueprints for the new building.

All current servers, shared printers, fax machines, etc. must also be accounted for and their positions mapped in the new building.

Installation Job Description	Date	Duration
Establish position for all devices (personal computers, servers, routers, etc) in all rooms of new building	January 12	Approximately one week
Run new cable throughout building as needed	January 19	Approximately one week
Move all devices to new building	January 26	Two days
Connect all devices	January 28	Three days
Verify network functionality and test all devices on it	February 3	Two-three days

Notes:

This network installation schedule is dependent on finalization of building construction and will require that HarborLite Technologies shut down operations for a few days during the transition to the new building. We will endeavor to make business interruptions as short as possible.

...Permits and Licenses

This project is legally required to obtain the following permits and to be performed by individuals licensed to complete the project.

Permits Required:

Permit #1 – Lincoln County Electrical Permit

Authority: Lincoln County Office of Electrical Inspection

This permit must be applied for approximately 30 days in advance of doing the work and must include a diagram of the project. The fee for a commercial electrical permit is \$200. All work must be inspected and approved before contract can be completed. Inspection approval is required before the building can be occupied.



...Qualifications

Northwest Computer Cabling Inc. has continually proven to be a leader in the computer network installation industry. This is demonstrated in the following ways:

- We have been selected by Techno Globe Magazine as the Network Designer of the Year for our work on securing node-based cable networks.

Northwest Computer Cabling has specialized in network design and installation since 1998. We have been cited by The United States Network and Cabling Association as a leader in the Computer Networks industry. Our staff is comprised of over 165 members who specialize in secure networks for small and medium-sized businesses and devote ourselves to continual improvement to maintain our leadership.

- **HarborLite Technologies needs a new secure computer network.**

Northwest Computer Cabling has designed and installed networks for over 300 companies that range in size from 8 to 230 employees.

- **HarborLite Technologies needs a network that can expand as the company grows.**

Expandable networks are our specialty. We work with suppliers of modular technologies that can be connected in many different ways to meet your changing needs.

We at Northwest Computer Cabling know that you need a system that is easily modified and easily learned by your employees. You can't afford to waste time, and we understand that.

Northwest Computer Cabling Inc. stands ready to assign 15 of its expert staff to your specific project.



...References

The following are some of our clients who have agreed to be references. Feel free to contact any of our references about their experience with Northwest Computer Cabling. For more details see our web site references page at:

www.nwcablinginc.com/references.htm

James McAfee
CEO
McAfee Printing

Phone: 555-525-9525
E-mail: jm@mcafeeprint.com

www.mcafeeprint.com

“Printing has become a hi-tech business, and Northwest Computer Cabling presented us with the best plan for setting up our network.”

Suzanna Kazaki
Business Manager
Kazaki Vehicle Works

Phone: 555-500-9232
E-mail: suz@kazvehworks.com

www.kazvehworks.com

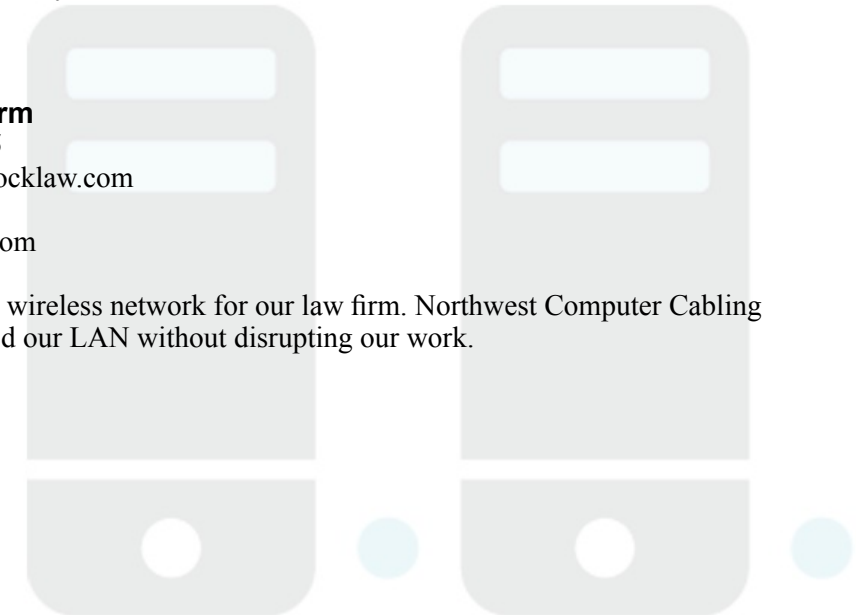
“We needed to connect multiple buildings to the same computer. Northwest Computer Cabling made it seem easy.”

Nyall O'Donnell
Senior Partner
Shamrock Law Firm

Phone: 555-540-0165
E-mail: nod@shamrocklaw.com

www.shamrocklaw.com

“We needed a secure wireless network for our law firm. Northwest Computer Cabling designed and installed our LAN without disrupting our work.”



••• Contract and Terms

COMPUTER SERVICES AND INSTALLATION AGREEMENT

THIS AGREEMENT is made this 27th day of October, 2011 by and between Northwest Computer Cabling, Inc., (“Company”) and HarborLite Technologies (“Customer”).

Recitals

- A. Company has experience and expertise in the development of Networks.
- B. Customer desires to have Company develop a Network for them.
- C. Company desires to develop Customer’s Network on the terms and conditions set forth herein (the “Network”).

Agreements

In consideration of the mutual covenants set forth in this Agreement, Customer and Company hereby agree as follows:

1. Development of Network.

Company agrees to installation, management and development of the Network(s) and Network-based operations according to the terms listed on Exhibit A attached hereto.

2. Specifications.

Company agrees to develop the Network pursuant to the Specifications set forth in Exhibit B attached hereto (the “Specifications”).

3. Delivery Dates and Milestones.

Company will use reasonable diligence in the development of the Network and endeavor to

FOR SAMPLE ILLUSTRATION PURPOSES THE FULL TEXT OF THE CONTRACT IS NOT DISPLAYED. SEE THE “COMPUTER HARDWARE AND NETWORKING” CONTRACT FOUND IN PROPOSAL KIT PROFESSIONAL FOR THE COMPLETE TEXT.

EXHIBIT B
SPECIFICATIONS

The project will contain the following components and/or services:

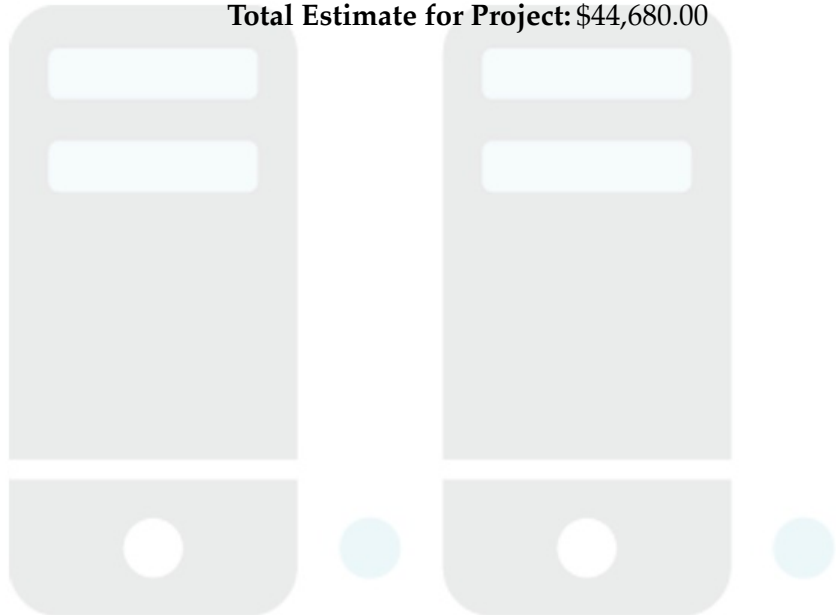
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