

Proposal Packs



 PROPOSAL PACK

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Following is a sample of just one of **1000+** templates included in every Proposal Pack. There are also hundreds of graphic designs available for each of these templates. The following sample uses the [Proposal Pack Global #1](#) design.



Product Cost Summary

Product Costs

<< Product name / part # here >>
<< Product name / part # here >>
<< Product name / part # here >>
<< Product name / part # here >>

Qty

<< Insert qty >>
<< Insert qty >>
<< Insert qty >>
<< Insert qty >>

Price

<< Insert cost >>
<< Insert cost >>
<< Insert cost >>
<< Insert cost >>

Total Product Costs:

<< Insert total >>

Miscellaneous Costs:

Training
Marketing Materials
Shipping/Handling
<< Insert cost types here. >>

<< Insert cost >>
<< Insert cost >>
<< Insert cost >>
<< Insert cost >>

Total Miscellaneous Costs:

<< Insert total >>

The rest of the content has been removed from this sample. The entire contents of the document are included in every retail proposal pack.

The header, footer, bullet point and background graphics are optional elements unique to the Proposal Pack Global #1 design. This is just one of hundreds of available graphic designs that can be applied to the documents.

No matter how small or large your proposal must be, Proposal Packs include all you need to assemble your proposal in one affordable and convenient package.

This sample PDF file shows you three templates (Title Page, Executive Summary and Cost Summary) out of the entire collection of **1000+ templates included in each Proposal Pack**.

125 complete sample proposals (over 1400 pages of additional material) are also included with each Proposal Pack to illustrate how to assemble and write your own custom proposal.

See our web site for the complete collection of Proposal Packs:

<http://www.proposalkit.com/html/business-proposal-templates.htm>

Using one Proposal Pack design and assembling your selected templates you can create many types of business proposals covering technical and non-technical proposals and product/service proposals for any type of industry.

Editable templates, samples and instructions are included in each Proposal Pack for creating:

- General business proposals
- Technical proposals
- Government grant proposals
- Government contracts
- Non-technical proposals
- Product sales proposals
- Services proposals
- Grant funding proposals
- Business plan funding proposals
- Book publishing proposals
- Letter proposals
- Sales letters
- Short form agreements and quotes
- Resumes
- Buying/selling a business proposal
- Business documents
- Complex reports, studies, plans
- Information packets
- Research Proposals



The retail version of each Proposal Pack design includes the editable versions of these templates. Each design is sold separately and each design includes the complete collection of **1000+ templates** (i.e. Title Page, Executive Summary, Cost Summary, Benefits, Features, Resume, etc.). Using these templates you can create proposals ranging from one page to hundreds of pages in length depending on your needs (the average proposal uses 5 to 30 of these templates). Guidelines, examples and complete sample proposals are provided for various types and sizes of proposals.

These templates are included in each Proposal Pack:

Introduction Templates:

Inquiry Letter, Cover Letter, Cover Letter (Business Plan), Cover Sheet, Cover Sheet (Government Contracts), Profile, Title Page, Table of Contents, Non-Disclosure Form (Long Version), Non-Disclosure Form (Short Version)

Client-centered Templates:

(Summary Section)

Introduction, What You Can Expect, Problem Statement, Message, Forward, Executive Summary, Client Summary, Abstract, Synopsis, Proposition, Intent, Purpose, Synthesis Statement, Context, Cost Summary, Product Cost Summary, Services Cost Summary, Project Cost Summary, Quote, Estimate, Fee Structure, SWOT Analysis, Process Summary, Customer Information, Importance, Getting Started, Next Steps

(Needs Assessment Section)

Needs Assessment, Strengths, Weaknesses, Opportunities, Threats, Pros and Cons, Challenges, Exposure, Modernization, Competitive Analysis, Location Analysis, Trends, Industry Trends, Economy, Present Situation, Forecast, Growth Areas, Client Background, Client Operations, Observations, Market Study, Market and Audience, Population, Clients Served

Project-centered Templates:

(Goals and Objectives Section)

Goals and Objectives, Short Term Objectives, Long Term Objectives, Take Action, Targets, Master Plan, Conversion Rate, Statement of Work, Scope, Expected Results, Expectations, Effects, Benefits, Features, Advantages, Accessibility, Project Deliverables, Delivery Date, Deadlines, Milestones, Improvement, Savings, Operational Impact, Economic Impact, Significance, Solutions, Hypothesis

(Methodology Section) - Plans

Sales Plan, Disaster Recovery Plan, Project Plan, System Plan, Production Plan, Implementation Plan, Integration Plan, Content Management Plan, File Plan, Marketing Plan, Site Planning, Communications Plan, Health Plan, Testing Plan, Expansion Plan, Transition Plan, Conversion Plan, Training Plan, Lesson Plan, Maintenance Plan, Security Plan, Safety Plan, Compliance Plan, Contingency Plan

(Methodology Section) – Actions

Project Initiation, Project Methods, Practices, Approval, Procedures, Activities, Triggers, Exercises, Experiments, Initiatives, Negotiations, Representation, Modeling, Prototyping, Simulations, Demonstrations, Virtualization, Design, Development, Product Development, Reverse Engineering, Life Cycle, Planning, Transportation, Routing, Offshoring, Outsourcing, Contracting, Purchasing, Procurement, Requisitioning, Sourcing and Fulfillment, Receiving, Warehousing, Merchandising, Commercialization, Preparation, Site Preparation, Approach, Automation, Strategy, Tactics, Technical Approach, Optimization, Streamlining, Reductions, Allocation, Resource Allocation, Resource Management, Management, Relationship Management, Asset Management, Scheduling, Data Collection, Data Mining, Data Management, Content Management, Records Management, Archives, Promotion, Advertising, Reselling, Networking, Relocation, Exploration, Mapping, Retraining, Collaboration, Cooperation, Coordination, Delegation, Teamwork, Staffing, Supervision, Communications, Discussions, Interactions, Registration, Renewal, Facilitation, Examination, Investigation, Surveillance, Searching, Diagnostics, Therapies, Rehabilitation, Treatment, Assistance, Screening, Polling, Background Check, Processing, Assembly, Deployment, Launching, Mobilization, System Integration, Productivity Improvement, Reorganization, Restructuring, Redesign, Reinvention, Redevelopment, Retooling, Diversification, Trading, Transfers, Change Management, Customization, Personalization, Modifications, Editing, Transformation, Growth, Counseling, Coaching, Mentoring, Tutoring, Guidance, Support, Motivation, Recruiting, Outreach, Maintenance, Auditing, Reproducibility, Due Diligence, Licensing, Investment, Valuation, Risk Analysis, Risk Management, Succession Planning, Contingency Planning, Consequences, Burden Analysis, Consolidation, Disposal, Removal, Recycling, Decontamination, Termination, Closures, Preservation, Precautions, Conflict Management, Buyers Remorse, Accommodations

(Methodology Section) – Information

Methodology, Outline, Assessment, Project Analysis Overview, Breakdown, Facts, Knowledge, Research, Fieldwork, Categories, Classifications, Hierarchy, Taxonomy, Identification, Project Background, Techniques, Options, Choices, Alternatives, Other Factors, Scenarios, Comparison, Commonalities, Priorities, Ratings, Approval Rating, Rankings, Poll, Calculations, Variables, Bias, Metrics, Lag Time, Latency, Applications, Progress, Performance, Layout, Footprint, Sales Cycle, Pipeline, Pricing Model, Channels, Delivery Details, Payload, Shipping, Handling, Packing List, Storage, Surplus, Service Area, Destinations, Routes, Local, Regional, National, Global, Demographics, Migration, Market Demand, Supply and Demand, Time to Market, Territory, Imports, Exports, Government, Elections, Agencies, Politics, Legislation, International, Multilingual, Joint Venture, Mergers, Phases, Production Schedule, Productivity, Project Management, Project Oversight, Oversight, Reporting, Attendance, Venue, Meetings, Conferences, Seminars, Workshops, Exhibitions, Reservations, Recreation, Bookings, Agenda, Itinerary, Accelerators, Placement, Conditions, Economics, Finance, Impact Statement, Campaign, Public Relations, Publicity, Media Kit, Attitudes, Lifestyle, Preferences, Media, Coverage, Retention, Turnover, Preparedness, Continuity, Endurance, Responsibilities, Duties, Roles, Past Performance, Structure, Documentation, Inputs, Outputs, Modules, Configuration, Mobility, Portability, Installation Details, Installation Schedule, Dependencies, Reliance, Self-Reliance, Lineup, Time Line, Dates and Times, Schedule of Events, Calendar, Work Cycle, Frequency, Scalability, Extensibility, Flexibility, Access, Interoperability, Literature

Review, Curriculum, Enrollment, Courses, Classes, Lessons, Assignments, Tasks, Grading System, Prerequisites, Careers, Nominations, Maintenance Schedule, Repairs, Upgrades, Updates, Security, Debriefing, Stability, Trade Secrets, Proprietary Information, Intelligence, Records, Sources, Regulations, Rules, Storyboard, Blueprints, Charts, Legal Considerations, Recovery, Allowances, Tolerances, Projections, Obligations, Extensions, Clarifications

(Methodology Section) – Negatives

Fault Tolerance, Contingencies, Limitations, Vulnerabilities, Dangers, Warnings, Project Constraints, Restrictions, Exceptions, Exclusions, Penalties, Complications, Bottlenecks, Failures, Drawbacks, Disadvantages, Barriers, Objections, Complaints, Resistance, Obstacles, Exemptions, Displacement, Obsolescence, End of Life, Inflation, Unemployment, Shortages, Vacancies

(Methodology Section) – Things

Samples, Technology, Architecture, Supplied Material, Resources, Hazardous Materials, Commodities, Received Goods, Materials, Tools, Fleet, Vehicles, Vessels, Aircraft, Equipment, Hardware and Software, Legacy Systems, Attachments, Safety Devices, Platform, Components, Controls, Security Controls, Ingredients, Affiliates, Infrastructure, Property, Operating Environment, Environmental, Entities Affected, Presenters, Performers, Participants, Candidates, Certificates, Permits and Licenses, Insurance Policy, Legal Documents, Copyrights, Dividends

(Methodology Section) – Concepts

Concepts, Theory, Pilot Program, Health and Wellness, Protection, Prevention, Containment, Emergencies, Fraud, Innovativeness, Relevancy, Synergies, Common Ground, Unification, Leverage, Tipping Point, Viability, Revolution, Driving Force, Paradigms, Alignment, Conservation, Stewardship, Connections, Community, Traditions, Culture, Work-Life Balance, Myths, Realities, Revitalization, Empowerment, Authority, Impressions, Aesthetics, Themes, Style, Insights, Convenience, Assumptions, Analogies, Predictions, Adaptability, Evolution, State of the Art, Next Generation, Awareness, Judgment, Intuition

(Methodology Section) – Specialties

Franchising, Niche, Seasonal, Special Occasions, Exchanges, Construction, Demolition, Renovation, Estate, Provenance, Occupancy, Engineering, Manufacturing, Fabrication, Informatics, Casting, Packaging, Brand Development, Luxury, Hospitality, Tourism, Tours, Ecosystem, Expedition, Healthcare, Hygiene, Drug Testing, Intervention, Job Creation, Social Networking, Social Media, Special Needs, Retirement, Entertainment, Events, Vending, Fundraising, Proponents Response, Customer Support, User Experience, On-Demand, Accounting, Translation, Transcription, Copywriting

(Evaluation Section)

Evaluation, Analysis, Analytics, Specifications, System Requirements, Performance Requirements, Specification Requirements, Requirements, Site Specific Requirements, PO Note Requirements, Lead Time Requirements, Internal Requirements, External Requirements, Documentation Requirements, Interface Requirements, Test Requirements, Accuracy, Measurements, Results, Validation, Verification, Authenticity, Inspection, Selection Criteria, Acceptance Criteria, Execution, Measures of Success, Efficiency, Dissemination, Monitoring, Tracking, Accountability

(Financial Section) - Current

Financial Statement, Financial Information, Current Year Balance Sheet, Sales Figures, Sales Report, Revenue, Profit Margin, Current Year P&L Statement, Cash Flow Analysis, Capital, Capital Costs, Startup Capital, Operating Costs, Expenses, Accounts Receivable, Cash Receipts, Aging Report

(Financial Section) – Future

Income Projection, Breakeven Analysis, Balance Sheet, Profit and Loss Statement, Cash Flow Analysis (3 Year), Sources of Funds, Uses of Funds, Line of Credit, Funding Request, Future Funding, Hourly Rates, Budget Information, Budget, Project Budget, Monthly Budget, Annual Budget, Cost Effectiveness, Total Cost of Ownership, Economic Cost, Cost/Benefit Analysis, Cost Savings, Return on Investment, Cost Management

(Financial Section) - Offerings

Labor Rates, Rates, Price List, Wholesale Price List, Retail Price List, Price Comparison, Appraisal, Value

(Financial Section) – Obligations

Considerations, Collateral and Guarantees, Repayment Plan, Work Order (Without Deposit), Work Order (With Deposit), Hourly Services Contract, Invoice, Purchase Order, Payment Schedule, Payment History, Fee Schedule, Premiums, Commissions, Contract and Terms, Terms and Conditions, Memorandum of Understanding, Financing, Leasing, Payroll, Taxes, Billing, Payment Options

(Project Summary Section)

Recommendations, Opinions, Critique, Postmortem, Project Process Summary, Project Summary, Summary, Conclusions, Resolutions, Recap, Response

Your Company-centered Templates:

(Qualifications Section) - Capabilities

Credentials, Capabilities, Experience, Breakthroughs, Capacity, Qualifications, Specialization, Case Study, Company History, About Us, Future Developments, Future Potential, Research and Development, Reliability, Portfolio, Showcase, Successes, Creativity, Uniqueness, Craftsmanship, Publications, Accreditations, Certifications, Security Clearance, Engagement, Executive Bio, Resume, Education, Skills, Talents, Specialties, Employment, Authors Bio, Biography

(Qualifications Section) – Offerings

Company Information, Services Provided, Consulting, Rentals, Products, Products and Services, Product Visuals, Bundles, Package Deals, Packages, Rebates, Discounts, Incentives, Rewards, Bonuses, Job Description, Compensation, Compensation Package, Salary, Profit Sharing, Awarded S&Ns, Special Attributes, Accessories, Part Numbers, Collection, Inclusions, Composition, Compatibility, Functionality, Amenities, Additional Services, Additional Products, Availability, Inventory, Subscriptions, Inventory Management, Logistics, Reverse Logistics, Supply Chain, Listings, Comparison Chart, Facilities, Nationalization, Globalization, Company Operations, Business Development, Process Management, Administration, Membership, Levels, Exclusivity, Programs and Activities, Scholarships, Internships, Donations, Gifts, Philanthropy, Foundation, Charity,

Acquisitions, Distribution, Assets, Holdings, Claims, Deeds, Intellectual Property, Patents, Trademarks, Capital Assets, Ownership, Rights

(Qualifications Section) - References

Testimonials, References, Reviews, Referrals, Endorsements, Awards and Achievements

(Qualifications Section) – Relationships

Dealers, Our Clients, Clientele, Constituency, Suppliers, Partnerships, Channel Partners, Sponsors, Donors, Contributions, Investors, Stakeholders, Shareholders, Strategic Alliances, Advocates, Representatives, Influence, Relationships, Commitments, Experts, Advisors, Advisory Board, Board of Trustees, Personnel, Staff, Key Positions, Members, Team Members, Emergency Team Members, Workforce, Human Resources, Customer Service, Subsidiaries, Subcontracts, Contractors, Vendors

(Qualifications Section) – Information

Geographic Information, History, Market Share, Subscribers, Strategic Position, Competitiveness, Disclosures, Exit Strategy, Eligibility, Legal Eligibility, Authorization, Tax Status, Legal Structure, Litigation, Insurance, Officers and Board, Board of Directors, Organizational Structure

(Qualifications Section) - Beliefs

Mission Statement, Charter, Leadership, Vision, Focus, Entrepreneurship, Principles, Best Practices, Code of Conduct, Confidentiality, Discretion, Trust, Ethics, Integrity, Loyalty, Credibility, Reputation, Transparency, Social Responsibility, Volunteering, Quality Control, Assurances, Discipline, Dedication, Innovation, Sustainability, Policies, Policy Statement, Privacy, By-laws

Appendix Templates:

Compliance Matrix, RFP Cross Reference, Bidding Process, Revisions, Amendment, Exhibits, Standards Compliance, Specification Sheet, Instructions, Guidelines, Protocols, Flow Chart, Schematics, Diagrams, Map, Brochure, Definitions, Frequently Asked Questions, Fact Sheet, List of Acronyms, List of Illustrations, Tables, Table of Figures, Table of Authorities, Benchmark Results, Reference Material, Bibliography, Works Cited, Compilation, Related Documents, Insurance Schedule, Financial Statements, Credit History, Outstanding Debts, Disclaimers, Guarantee, Warranty, Provisions Compliance, Board Resolution, Commitment Letters, Collaboration Letters, List of Supporters, Letters of Support, Letters of Reference, Letters of Intent, Acknowledgments, Agreements and Contracts, Report, Studies, Surveys, Data, Statistics, Correlations, Discoveries, Lessons Learned, Feasibility Study, Interviews, Bonding Documents, Committees, Prospectus, Federal Forms, Memberships, Tab, Worksheet, Supplied Form, General Information, Notes, Checklist, Scorecard, Remarks, Miscellaneous, Appendices, Appendix A, Appendix B, Appendix C, Appendix D, Appendix E, Appendix F, Appendix G, Appendix H, Appendix I, Appendix J, Glossary, Index

Presentation Templates:

Envelope, Letterhead, Fax Cover Letter

Miscellaneous Templates:

10 Blank all-purpose templates

Checklists:

Bid / No-Bid Checklist, Grant Proposal Development Checklist, Proposal Development Checklist, Post-Proposal Analysis Checklist, Proposal Status Tracking Spreadsheet, Task Assignment Progress Report

Financial Spreadsheets:

Cost Summary Calculator, Fee Structure Calculator, Product Cost Summary Calculator, Services Cost Summary Calculator, Project Cost Summary Calculator, Quote Calculator, Estimate Calculator, Invoice Calculator, Purchase Order Calculator, Cash Flow Current Year Calculator, Cash Flow Three Year Calculator, Budget Three Year Calculator, Annual Budget Calculator, Monthly Budget Calculator, Project Budget Calculator, Balance Sheet Current Year Calculator, Balance Sheet Three Year Calculator, Profit and Loss Statement Current Year Calculator, Profit and Loss Statement Three Year Calculator, ROI Calculator Spreadsheet, Cost Benefit Analysis Calculator, Cost of Ownership Calculator, Income Projection Calculator, Breakeven Analysis Calculator, Capital Calculator, Startup Capital Calculator, Operating Costs Calculator, Funding Request Calculator, Future Funding Calculator, Hourly Rates Calculator, Accounts Receivable Calculator, Cash Receipts Calculator, Sales Report Calculator, Aging Report Calculator, Payment History Calculator

Letters:

Contact Letter, Expression of Interest Letter, Letter of Transmittal, Follow-up Letter, Follow-up Status Request Letter, Counter Proposal Letter, Counter Proposal Letter (Verbose), Support Letter, Commitment Letter, Prospect Thank You Letter, Customer Thank You Letter, Invitation Letter, Invoice Correction Letter

Proposal Samples (over 1400 pages of sample material):

Samples illustrate how any business in any industry can use a Proposal Pack to create their business proposals.



- Large Website and CD-ROM Sample Proposal
- CD-ROM Production Sample Proposal
- Small Business Website Sample Proposal
- Micro Business Website Sample Letter Proposal
- PowerPoint Presentation Sample Proposal
- Accounting and Payroll Services Proposal
- CD-ROM Marketing Materials Creation Proposal
- PBX Phone System Service and Sales Proposal
- Caterer Proposal
- Corporate Identity Proposal
- Human Resources Consulting Services Sample Proposal
- Technology Consulting Services Sample Proposal
- Janitorial Services Sample Proposal
- Product Sale Sample Proposal
- Personal Resume Sample Proposal
- Book Publishing Proposal
- Technology Business Plan Proposal
- Educational Grant Proposal
- Retail Location Business Plan Proposal
- Educational Grant Proposal #2
- Multilingual Web Site & DVD Proposal
- Company Rebranding Proposal
- Non-profit Support Proposal
- Software Automation Proposal
- Research Assistant Proposal
- Web Site Creation and Software Integration Project
- Commercial Office Real Estate Lease Proposal
- Property Management Services Proposal
- Real Estate Land Development Proposal
- Real Estate Property Sales Services Proposal
- Commercial Real Estate Broker Proposal
- Real Estate Investment Funding Proposal
- Lawn Care and Landscaping Services Proposal
- Event Party Planner Services Proposal
- Corporate Event Planner Services Proposal
- Security Services Proposal
- Photography Services Proposal
- Contractor Home Remodel Services Proposal
- Commercial Contracting Office Remodel Proposal
- Custom Home Building Proposal
- DOE Federal Government Grant Proposal
- DOE Federal Government Grant Proposal #2
- DOH Federal Government Grant Proposal
- DOJ Federal Government Grant Proposal

- DOJ Federal Government Grant Proposal #2
- EPA Federal Government Grant Proposal
- EPA Federal Government Grant Proposal #2
- HHS Federal Government Grant Proposal
- HHS Federal Government Grant Proposal #2
- USDA Federal Government Grant Proposal
- Healthcare Grant Sample Proposal
- Environmental Program Sample Proposal
- Daycare Center Sample Proposal
- Process Improvement Sample Proposal
- Sponsorship Sample Proposal
- Senior Home Care Sample Proposal
- Energy Efficiency Sample Proposal
- Environmental Cleanup Sample Proposal
- Job Share Position Sample Proposal
- Temp Agency Services Sample Proposal
- Training Services Sample Proposal
- Marketing Campaign Services Sample Proposal
- Software and Hardware System Sample Proposal
- Employee Security Card Sample Proposal
- Real Estate Occupancy Sample Proposal
- Network Cabling Sample Proposal
- Food Services Catering Sample Proposal
- Web Hosting Business Plan Sample
- Painting Contractor Sample Proposal
- Business Continuity Services Sample Proposal
- Private Eye Investigation Services Sample Proposal
- Plumber Services Sample Proposal
- Heating and Air Conditioning Sample Proposal
- Roofing Contractor Sample Proposal
- Wedding Planner Services Sample Proposal
- Occupational Therapy Services Sample Proposal
- Transportation Shipping Services Sample Proposal
- Technical Resume Sample
- Executive Resume Sample
- Home Daycare Services Sample Proposal
- SEO Services Sample Proposal
- Music DJ Sample Proposal
- Manufacturing Process Improvement Sample Proposal
- Import Export Services Sample Proposal
- Franchise Purchasing Sample Proposal
- Feasibility Study Sample
- Electrical Contractor Sample Proposal
- Church Mission Shelter Sample Proposal
- Case Study Sample
- Auction Fundraiser Sample Proposal
- Business Growth Services Sample Proposal
- Health and Fitness Program Sample Proposal
- Electronic Medical Record System Sample Proposal
- Patent and Invention Licensing Proposal
- Legal Services Proposal
- Product Cost Savings Sales Sample Proposal
- Patenting New Technology Sample Proposal
- Franchise Selling Sample Proposal
- Government Contract Product Sales Sample Proposal
- Government Contract Service Sales Sample Proposal
- Selling a Web Site and Digital Assets
- New Sales Office Sample Proposal
- Charter School Educational Sample Proposal
- Sale of Business and Assets Sample Proposal
- Architectural Design Sample Proposal
- Basic Product Sales Sample Proposal
- Product Manufacturer Sample Proposal
- Hotel Facilities Services Sample Proposal
- Advertising Campaign Services Sample Proposal
- Manufacturing and Distribution Sample Proposal

-  Buying a Vending Franchise Sample Proposal
-  Research Funding Request Proposal
-  Website Advertising Offer Sample Proposal
-  Vending Machine Placement Sample Proposal
-  Insurance Coverage Services Sample Proposal
-  Research Sample Proposal
-  School Funding Request Sample Proposal
-  Joint Venture Sample Proposal
-  Investment and Brokerage Services Sample Proposal
-  Equity Ownership Stake Sample Proposal
-  Mining Safety Sample Proposal
-  Pest Control Services Sample Proposal
-  Pest Control Information Packet Sample
-  Software Licensing Sales Sample Proposal
-  Youth Sports Program Sample Proposal

Tens of thousands of businesses and freelancers in over 100 countries use Proposal Packs to create their proposals and business documents.

There are hundreds of Proposal Pack designs to choose from. The differences between each design are in the colors, fonts, title page covers and accent graphics. You can see each design has the same text, templates and layout, just different graphics for the visual look. Other differences may be found in page border colors, bullet points and text accent colors. Select a Proposal Pack graphic design that best suits your style.

Contact us if you have any questions:

<http://www.proposalkit.com/htm/contact.htm>