

Sample Business Proposals



Technology Consulting Sample Proposal

Scroll down to see the rest of this truncated sample.

When purchased, the complete sample is 12 pages long and was written using these Proposal Pack templates:

SCROLL
DOWN



Title Page, Table of Contents, Non-Disclosure Form (Long Version), Executive Summary, Cost Summary, Technical Approach, Contract and Terms, Project Summary, Company History, Services Provided, References



This sample proposal was created using **Proposal Pack Tech #2**. For only \$67 you **get the entire collection of sample proposals (including this one) plus hundreds of editable templates** for creating an unlimited variety of custom proposals.

▶ [Purchase Proposal Pack Tech #2](#) for only \$67.

The sample below **DOES NOT** include all of the content. The complete version is included in every Proposal Pack product and must be purchased to see the rest of the material.

Read this article to help you create a winning proposal using your Proposal Pack and this sample: [HOW TO WRITE AN INFORMATION TECHNOLOGY BUSINESS PROPOSAL](#)

Your proposal and quote could be just a couple pages long or over a hundred pages long depending on your needs, **all created with one affordable Proposal Pack**.

*** PDF samples are not editable. You MUST buy a \$67 Proposal Pack for the editable templates.

Terrance Ewing
Shelby Clark
Ewing and Clark
404 North Main Street Suite 600
San Francisco, CA 98019

Dear Mr. Ewing and Ms. Clark,

Thank you for taking the time to talk with me last week. I know that your technology needs in your offices have been a high priority problem for you. I am pleased to propose a cost effective solution that will minimize your in-house burden.

Conrad & Altman are specialists in technology services with over 30 years of experience. We pride ourselves in providing our clients with professional service, guaranteed quality and the highest level of efficiency.

Your attached cost summary is based upon your current needs and can be adjusted as we customize your services.

I look forward to discussing your project with you in more detail shortly.

Please contact me directly anytime you have additional questions or requests.

Sincerely,

Jaime Grayson

Jaime Grayson
Principal
Conrad & Altman Technology Services
(650) 555-1212 office
(650) 555-1213 fax
JaimeGrayson@CATS.com
ConradAltmanTechnology.com

Conrad & Altman Technology Services
5156 Black Hawke Road
San Francisco, CA 94016

Phone: 650-555-1212
Fax: 650-555-1223

www.ConradAltmanTechnology.com

0100101 11010101 > Project

COMPUTER SYSTEM SERVICES

Prepared for: Terrance Ewing, Partner
Shelby Clark, Partner

Prepared by: Jaime Grayson, Principal

> Description

Ewing and Clark is a full service Attorney and Paralegal Firm in the San Francisco area. The current risk is high for computer security breaches and Ewing and Clark is in need of initial upgrades, system documentation and long-term system support.

Conrad & Altman Technology Services proposes to provide system support, documentation of current systems, topology and networks, document work as it is performed and provide a weekly work review. A full system discovery process would be performed as well as a disaster recovery assessment and implementation.

Proposal Number: 1939-5404



> Table of Contents

Non-Disclosure	1
Ewing and Clark		
Executive Summary	2
The Project		
Cost Summary	3
Contract and Terms	4
Services Provided	5
Technical Approach	6
Project Summary	7
Conrad & Altman Technology Services		
Company History	8
References	9



> Executive Summary

The Objective...

Ewing and Clark is a full service Attorney and Paralegal Firm in the San Francisco area.

- ◆ **Need #1** : Desktop system upgrades.
- ◆ **Need #2** : Weekly support for in-house computer and network systems.
- ◆ **Need #3** : Disaster recovery process evaluation and installation.
- ◆ **Need #4** : Risk assessment evaluation and security installation.

The Opportunity...

Ewing and Clark is at high risk for computer security breaches and is in need of initial upgrades and long term system support.

- ◆ **Goal #1** : Evaluate current system needs and growth plans.
- ◆ **Goal #2** : Reduce costs of support and security maintenance.
- ◆ **Goal #3** : Disaster recovery planning and implementation.

The Solution...

Conrad & Altman Technology Services will provide technology consulting in the following areas.

- ◆ **Recommendation #1** : Full evaluation of current and future desktop and server needs.
- ◆ **Recommendation #2** : Weekly support for all systems.
- ◆ **Recommendation #3** : Develop disaster recovery plan and implement.
- ◆ **Recommendation #4** : Perform risk assessment and update systems.
- ◆ **Recommendation #5** : Development of complete system documentation.



S A M P L E

This sample has been truncated to only show the first few pages. The complete version of this sample is included with any Proposal Kit or Proposal Pack at:

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