

# Sample Business Proposals



## Software Automation Sample Proposal

The complete sample is 13 pages long and was written using these Proposal Pack templates:

Cover Letter, Title Page, Table of Contents, Non-Disclosure Form (Short Version), Executive Summary, Cost Summary, Client Operations, Benefits, Production Schedule, Project Management, Contract and Terms



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Thomas E. Johansons, Ph.D.  
Investigator  
Investigative Analysis, LLC  
P.O. Box 3314  
Riverview, FL 33568

Mr. Johansons,

Thank you for taking the time to work with us to determine your technology needs last week. I know that your business office process-serving software has been a high priority problem for you. I am pleased to propose a cost-effective solution that will maximize your office automation needs.

iGuide Media will be available to start work on this project as soon as possible. We pride ourselves in providing our clients with a professional service, guaranteed accuracy, and the highest level of confidentiality.

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 any time you have additional questions or requests.

Sincerely,

Brian Noon  
President  
iGuide Media  
813-298-0485  
bnoon@iguidemedia.com  
www.iguidemedia.com

iGuide Media  
12027 Vermillion Way  
Riverview, FL 33569  
(PH) 813-298-0485  
(FX) 813-569-0778  
www.iguidemedia.com



## Process Server Automation Solution

**Prepared for:** Thomas E. Johansons, Ph.D.

**Prepared by:** Brian Noon  
President



Investigative Systems, LLC, is in need of a Process Server Automation solution to take over for an existing framework. With limited extensibility and set functions, the current system is not performing to expectations. The automation of all office activities will be incorporated into the new system.

Proposal Number: IA-01



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# Non-Disclosure

iGuide Media 12027  
Vermillion Way  
Riverview, FL 33569

THIS AGREEMENT is made on this day \_\_\_\_\_, by and between iGuide Media (hereafter referred to as "Company") and Investigative Systems, LLC, (hereafter referred to as "Customer").

<< For illustration purposes, the text of the non-disclosure contract has been removed. See the Proposal Pack template Non-Disclosure (NDLSHORT.doc) for the full text of the contract. >>

EXECUTED as of the date first written above.

Investigative Systems, LLC

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date signed: \_\_\_\_\_

iGuide Media

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date signed: \_\_\_\_\_





# Executive Summary

## The Objective...

Investigative Systems, LLC, is in need of Process Server Automation software to take over for an existing framework. The new software system will expand and integrate all current office automation functions.

- ◆ **Office Automation Solution** : Investigative Systems, LLC, needs a database program to effectively manage the process server business.
- ◆ **Client Services** : Investigative Systems, LLC, wants to better serve its clients.

## The Goals...

Investigative Systems, LLC, is a privately owned organization that requires cost-effective office automation and web services.

The goals of iGuide Media are to:

- ◆ Provide solutions for office automation tasks with the ability to easily add new features.
- ◆ Provide a framework to process papers at a lower cost than possible for those currently being processed by existing system.
- ◆ Improve functionality of the office automation solution.

## The Solution...

iGuide Media specializes in technology solutions for all types of small businesses. We offer expertise in the utilization of technology for business automation in a cost-effective manner.

We will provide an office automation package to include:

- ◆ All functions of current system
- ◆ New communication tools for clients and business associates
- ◆ Data Integrity and backup capabilities
- ◆ A secure computing environment

Web services will include:

- ◆ Internet hosting of solution
- ◆ Account management
- ◆ New web site design
- ◆ A secure computing environment
- ◆ Search engine optimization
- ◆ Search engine marketing to all major search engines
- ◆ Statistical analysis reporting for measuring web metrics
- ◆ Business e-mail accounts





# 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>