

# Sample Business Proposals



## Business Services and Consulting Sample Proposal

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# PROJECT

## **FASS Facility Update**

Prepared for: Michael Fidalgo  
Owner


Prepared by: Constance Wu  
Sr. Consultant

## DESCRIPTION

Fidalgo Auto Sales and Service (FASS) is a company specializing in sales and repair service of automobiles. FASS plans to expand its market by adding two new outlets in the greater Seattle area within the next two years.

At this stage of growing its business, Fidalgo Auto Sales and Service has a unique opportunity to evaluate its current staff and define its future staffing needs, as well as its employee development and benefits plans.

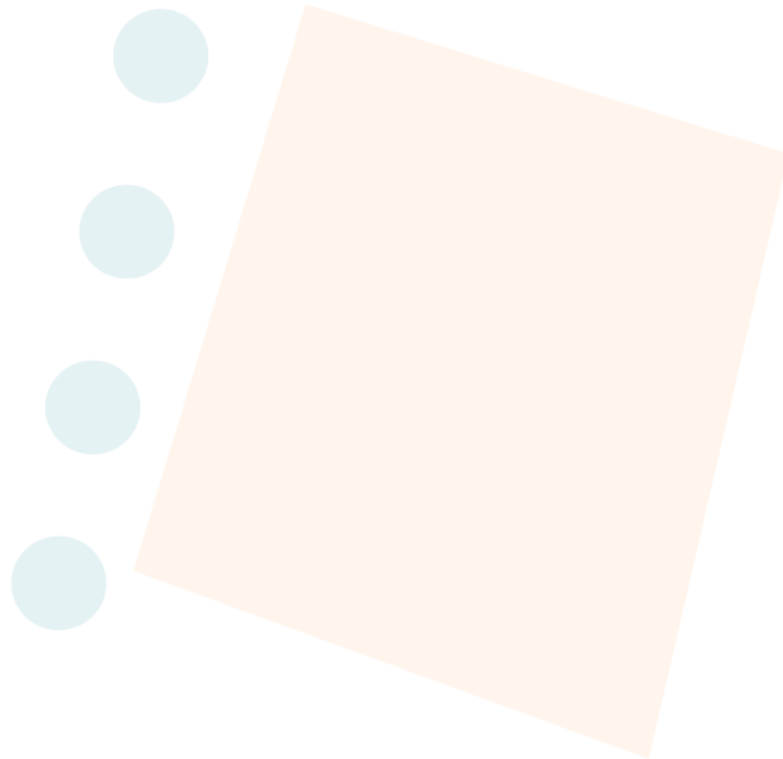
QNA Consultants, Inc. proposes to work with Fidalgo Auto Sales and Service to assess and update its current staff and to establish a modern Human Resources Department that will serve the company's needs into the future.

 QNA Consultants, Inc.

Proposal Number: 1245-4405

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The logo features the word "NON-DISCLOSURE" in a teal, sans-serif font. The letter "N" is significantly larger and is contained within an orange square that has a white dot in its top-left corner.

THIS AGREEMENT is made this <<Day>> day of February, <<Year>>, by and between QNA Consultants, Inc. (“Company”) and Fidalgo Auto Sales and Service (“Customer”).

Each of the undersigned parties, and QNA Consultants, Inc. understands that both parties have a desire to establish an employment, consulting, or other business relationship between the Company and the Customer.

.  
.  
[The Proposal Pack Non-Disclosure is a 4 page agreement (a short form version is also available). See the Proposal Packs for the complete text of the Non-Disclosure agreement]  
.  
.

### General Provisions

**Governing Body.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Exclusive jurisdiction and venue shall be in the King County, Washington superior courts.

**Entire Agreement.** This Agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject matter hereof. The prevailing party in any action to enforce this Agreement shall be entitled to costs and attorneys’ fees.

**Binding Effect.** This Agreement shall be binding upon and inure to the benefit of Customer and Developers and their respective successors and assigns, provided that Developers may not assign any of his obligations under this Agreement without Customer’s prior written consent.

EXECUTED as of the date first written above.

Fidalgo Auto Sales and Service

QNA Consultants, Inc.

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

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

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

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




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

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

# EXECUTIVE SUMMARY




## The Objective...

Fidalgo Auto Sales and Service is a automobile sales and repair facility. Efficient expansion of facilities and personnel is the primary objective.

-  Evaluate and develop the Human Resources department.
-  Hire, train, and develop current and future staff.
-  Expand the current customer base and increase market share through improved staff development and training.






## The Opportunity...

Fidalgo Auto Sales and Service has a unique opportunity to evaluate and redefine its staffing requirements as well as its employee development and benefits plans at this transitional stage of business.

-  Evaluate current staffing needs, both within the company as a whole and within the Human Resources department in particular.
-  Develop plans for and reduce costs of recruiting, training, and retaining staff.
-  Establish an annual review process to measure staff performance and ensure that company personnel continue to meet the company's changing needs and goals.

## The Solution...

QNA Consultants, Inc. will provide services full time on-site for twelve months, serving as FASS's transitional Human Resources department.

-  Fully evaluate current and future staffing needs.
-  Analyze needs and recommend realignment of current management staff.
-  Analyze personnel positions and develop job descriptions for all positions.
-  Develop long-term training programs.
-  Develop annual review process.





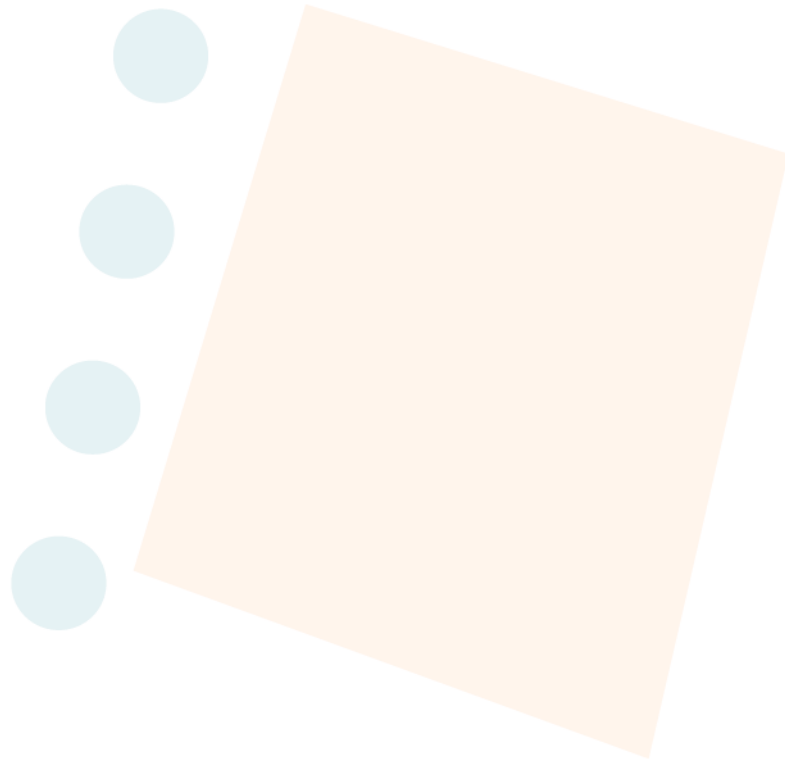
# CLIENT OPERATIONS

Fidalgo Auto Sales and Service (FASS) began in 1994 as a small automotive sales and repair center located in Bellevue, Washington.

During the past 10 years, the FASS facility grew from its original 920 square feet to the 50,000 square feet it occupies today. The staff also grew from the original three Fidalgo brothers to forty-nine full-time staff of office personnel and repair technicians.

FASS is a successful car sales and repair business, drawing customers from all over the greater Bellevue/Kirkland/Redmond business district. The company has a reputation for honest sales and excellent service, with loaner cars as well as weekend and evening hours for customer convenience.

Now that FASS plans to add two more locations with additional employees, the company needs to revamp its Human Resources department to meet the challenges of its growing operations.



 **C O S T S U M M A R Y**

<b>Development Costs</b>	<b>Price</b>
Project Development – Initial Evaluations	\$1,500
Total Development Costs:	\$1,500
Ongoing Monthly Costs:	
FT Human Resources Director and Assistant	\$155,000 /yr
Additional personnel (if requested)	\$125/ hr
Total Ongoing Monthly Costs:	\$12,916
Miscellaneous Costs:	
Training program material development	\$1,575
Printing of training program materials- 25 copies	N/C
Marketing & Services- Marketing campaign materials	\$3,000
Quarterly Management Reports	\$675
Total Miscellaneous Costs:	\$5,250
<b>Total Amount</b>	\$161,750
<b>Total Monthly Amount</b>	\$13,479
<b>Total Yearly Amount</b>	\$161,750

**Standard Disclaimer:** The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary 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.



# 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>