

# Sample Business Proposals



## Import Export Services Sample Proposal

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Kyle Kodak  
CEO  
Country Trading Centres  
9921 Wharf Avenue  
Nanaimo, BC V9R 1A2

Dear Mr. Kodak,

Congratulations on your recent awards for your dried fish and berry products.

Are you prepared to make big profits on your new products? These items are considered highly desirable in Asian countries such as China and Vietnam, and we are experts in developing strategic markets and exporting goods to those countries. We also import many of the products you sell in your Country Trading Centre stores on Vancouver Island, and we may be able to provide you with more cost-effective services than your current importer.

Please review the enclosed materials and contact us. We look forward to creating a mutually beneficial relationship soon.

Sincerely,

Jason Wong Anderson  
VP Development  
Expert Import/Export Services  
555-555-4004  
jwa@EIEServices.ca

[www.EIEServices.ca](http://www.EIEServices.ca)

Expert Import/Export Services  
EIE Services  
9000 Chinois Street  
Suite 300  
Vancouver, British Columbia V6C 1C7

(PH) 555-555-4004  
(FX) 555-555-4001  
[www.EIEServices.ca](http://www.EIEServices.ca)



# Proposal

## Import / Export Services by EIE

Prepared for: Kyle Kodak  
CEO

Prepared by: Jason Wong Anderson  
VP Development

### Description

EIE Services are experts in developing strategic markets and exporting goods to China and Vietnam. We also import many of the products you sell in your Country Trading Centre stores on Vancouver Island, and we may be able to provide you with more cost-effective services than your current importer.

Please review the enclosed materials and contact us. We look forward to creating a mutually beneficial relationship soon.

# Imports

Expert Import/Export (EIE) Services has a long track record in importing the following categories of goods from Asian countries.

## **Packaged Foods**

Dried fruit, pasta, soup mixes, baking mixes, dry pet foods.

Country of Origin: China, Cambodia, Laos, Vietnam, India.

Shipped Via: Container (cargo ship and truck).

Special Issues: We purchase only from reputable suppliers and test samples of each shipment for purity.

## **Household Paper Items**

Paper towels, toilet paper, napkins, paper plates, notepads, etc.

Country of Origin: China, Vietnam, India.

Shipped Via: Container (cargo ship and truck).

Special Issues: We buy only contaminant-free products with no insects in the packaging.

## **Household Plastics**

Plastic plates, tableware, cups, tablecloths, shower curtains, pet dishes, etc.

Country of Origin: China, Cambodia, India.

Shipped Via: Container (cargo ship and truck).

Special Issues: We insist on proper packaging and loading so that items are not cracked or broken during shipment.



# Exports

Expert Import/Export (EIE) Services has experience in exporting goods in the following categories.

## **Packaged Foods**

From dried fruits to pasta to cake mixes, we know the best ways to ship and move packaged food items quickly through international borders.

Destinations: China, Vietnam, Thailand, Cambodia, India, United States.

Shipped Via: Cargo ship container to Asia, or truck or rail (to U.S.)

Special Issues: We deal only with reputable suppliers and require appropriate environmental conditions for safe shipping and handling.

## **Recycled Paper/Paper Pulp**

We supply Asian paper manufacturers with raw materials.

Destination: China, Vietnam, Thailand, Laos.

Shipped Via: Cargo ship container.

Special Issues: Potential flammability of products requires strict handling procedures.

## **Petrochemicals**

We supply Asian plastic manufacturers with the basic materials they need to create their products.

Destination: China, Vietnam, Cambodia, India.

Shipped Via: Cargo ship container.

Special Issues: Chemical toxins and potential flammability require strict handling procedures.



# S A M P L E

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