

Sample Business Proposals



Food Services Proposal

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Emily Robinson
Corporate Events Director
Keytronic EMS
9721 E Valley Way
Greenacres, WA 99218

Dear Ms. Robinson,

Thank you for the grand tour of your facility last week. I can now understand in greater detail why onsite catering is such a priority for you. I have included our proposal for you that outlines the catering services we discussed.

As you know, Van Gogh Café & Catering have won many industry awards for excellence in our field. We take great pride in our work and it shows. Whether an employee lunch or a VIP dinner, quality and presentation are always a priority.

The attached cost summary is based on current pricing available and is valid for the next 14 days. The start up schedule is based on a September 10 acceptance date.

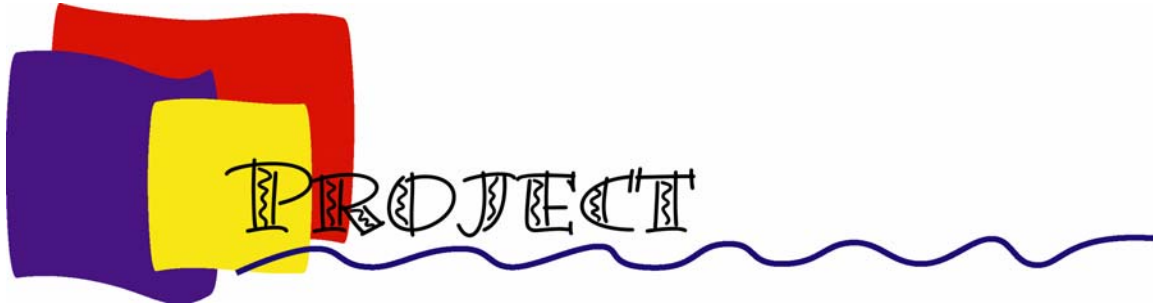
I look forward to ground breaking this exciting project with you. Please call me anytime if I can answer any questions.

Sincerely,

Simone Vander
Catering Director
Van Gogh Café & Catering
206-246-5147
Simone@VanGoghCafe.com
www.VanGoghCafe.com

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CAFÉ AND CATERING SERVICES

Prepared for: Emily Robinson
Corporate Events Director

Prepared by: Simone Vander
Catering Director

DESCRIPTION

Keytronic EMS is in need of an onsite catering service to supply daily meals to staff and for special meals for visiting clients and VIP's.

Proposal Number: 5032-0309



www.VanGoghCafe.com

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EXECUTIVE SUMMARY

The Objective...

Keytronic EMS is in need of an onsite catering service to supply daily meals to staff and for special meals for visiting clients and VIP's.

- ◆ **Need #1:** Onsite Daily meal preparation available for all shifts of employees- 24x7 coverage.
- ◆ **Need #2:** Specialty meal preparation for visiting clients and VIP's on short notice and for in-house delivery to meeting rooms.

The Opportunity...

Keytronic EMS wants to offer onsite food services as an additional employee benefit.

- ◆ **Goal #1:** Given the working location of the Keytronic EMS office, outside dining services and catering have always been difficult. Onsite catering would alleviate this issue.
- ◆ **Goal #2:** With VIP visitors on a regular basis, onsite meal delivery will ease delivery and expedite scheduling.

The Solution...

Van Gogh Cafe & Catering specializes in gourmet meals set in a corporate cafeteria or boardroom setting.

- ◆ Van Gogh Cafe & Catering will create an onsite cafeteria that supplies gourmet meals on a 24x7 basis.
- ◆ Standardized or revolving monthly menus.
- ◆ Boardroom delivery service.
- ◆ Low overhead costs- profitable for Keytronic EMS to maintain.





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:

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