

Sample Business Proposals



Legal Services Proposal

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February 3, 20XX

Jack Nasri
Owner
Nasri Organic Foods
9122 32nd Avenue
Lebanon, NH 03766

Dear Mr. Nasri,

I'm writing to introduce Case & Leeds, a local law firm that specializes in providing legal services to small grocers.

Why would you need specialized legal services? Because small grocers have special needs and risks. You do business with a wide variety of suppliers, and you need to have a solid legal contract with each of those to protect both parties. Because you are in the food business, you have risks that other businesses do not—the potential for receiving and/or distributing spoiled or tainted foods, the theft or improper disposal of spoiled foods, recalls from suppliers or government agencies, etc. In addition, you have the usual requirements and risks of any retail business—the need to hire honest employees, the need to protect customers in your stores, and the need to protect against theft or fraud from both employees and customers.

We are already the law firm of choice for many members of the Small Grocers Association of New England, and we hope we'll soon be yours.

Sincerely,

Arabella Leeds
Senior Partner
Case & Leeds, Attorneys at Law
555-522-0045
al@caseleeds.com
www.caseleeds.com

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443 2nd Ave E.
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PROPOSAL

Providing Specialized Legal Services

February 3, 20XX

Prepared for: Jack Nasri
Owner

Prepared by: Arabella Leeds
Senior Partner



DESCRIPTION

We can save you money because we have already developed standard contracts that are designed for your type of business, and we are familiar with all the issues that may crop up in your daily enterprise.

We are already the law firm of choice for many members of the Small Grocers Association of New England, and we hope we'll soon be yours.

Proposal Number: 543-445





LEGAL CONSIDERATIONS

Is your grocery store or produce stand protected against lawsuits and potential financial injury? Check the following list to find out if your business would benefit from the services of Case & Leeds.

Trademark/Copyright Issues:

Have you created your own products or brands? Is your good name protected against unauthorized use? Our attorneys can help you establish any trademarks or copyrights you may need to protect your business.

Employment Issues:

Do you really know who is working for you? Have all your employees undergone a thorough background check? Have you ever had money or goods mysteriously disappear? Our staff includes investigators who can pre-screen prospective employees, check out the ones you've already hired, examine your accounts and security systems, and investigate any other issues you may encounter in your place of business.

Contractual Issues:

Most grocers deal with dozens if not hundreds of suppliers. But disputes inevitably arise, and it's vital to know your rights. Do you have an iron-clad contract with every supplier and delivery company to protect you in case of disagreement?

Local, State, and National Regulatory Issues:

In the United States, many aspects of the food business are controlled by regulations. Do you fully understand your rights and responsibilities to these authorities? Do you know what to do in case of a recall or other official order? We know the grocery business; we know the law; and we can help.

Lawsuits and Insurance Issues:

It's inevitable that at some time your business will be sued for a customer's injury, whether that's a slip and fall in your store, a stomach ailment from a spoiled food item, or something more serious. But did you know that a large percentage of injury claims are false or exaggerated? Many small business owners feel that they must pay up or suffer irreparable damage to their reputations. Nonsense! If a customer sues you for an injury of any kind, our attorneys and investigators will make sure the claim is 100% valid before you pay a dime. If you do owe damages, we'll handle the case to be sure you pay only what you rightfully owe.





S A M P L E

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