

Sample Business Proposals



Music DJ Sample Proposal

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October 14, 20XX

Dear Susan,

You recently requested information about our DJ services.

Please find enclosed a few pages that tell you a little about what we do and how we do it.

No matter what sort of celebration you're planning, we'd love to help you make music for your event. Please call us today for a quote. Let's get the party started!

Sincerely,

Danna Davies
XMDD Company
321 Atomic Road, Suite 200
Baltimore, MD 21201

Phone: 555-555-3002 (Mon-Fri 9-5pm; Sat 12-5pm)

Fax: 555-555-3003

E-Mail: info@XMDD.com

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October 14, 20XX



Proposal

DJ Services by XMDD

Prepared for: Susan James

Prepared by: Danna Davies



Description

No matter what sort of celebration you're planning, we'd love to help you make music for your event. Please call us today for a quote.

Let's get the party started!



Services Provided

XMDD Company offers services for the following events.

Wedding Receptions

Whether you want your reception to be serene and sophisticated or rockin' and rollin', we can keep your event on track by playing the appropriate music and providing just the right tone in master-of-ceremony service. We even dress the part. It's your special day; just tell us what you're dreaming of and we will deliver.

Corporate Functions

Want to host the perfect event to impress prospective clients, investors, or partners? Music can create the atmosphere and help you close the deal. We have performed at cocktail parties, fundraisers, auctions, and even annual corporate meetings. No matter what sort of tone you want to set, we can accommodate with our music selections.

Parties, Parties, Parties!

Nobody likes to party more than we do. Naturally we're knowledgeable about all types of music, but did you know that we're into costumes and themes, too? So if you're looking for a couple of clowns for a kids' party, call us. We do pirates, monsters, and starship crews, too. Or if you're having an adult theme party, such as a Renaissance Faire or the Roaring Twenties, we can put together an appropriate playlist and wear the right costumes. We know how to make any celebration—engagement, bar mitzvah, christening, birthday, anniversary, you name it—a truly special event. And of course we know how to put on parties for all the holidays—Christmas, New Year's, Valentine's Day, Easter, Fourth of July, just to name a few. We know how to keep your party moving. We're imaginative and happy to help your vision—no matter how far out it may be—come true!





Equipment

In this digital age, sound equipment no longer needs to be heavy and bulky. The following equipment all fits easily into our van, and it will easily fit into your event space, too.

Digital Music Library

This is really software, not hardware, and is our whole reason for existence. Our digital music library contains thousands of musical selections from which to choose. You can browse our library from the internet; just give us a call and we'll send you the password of the day to get in and take the tour. If you want to set up your own playlist, we can arrange for you to record and queue up your choices there. Or you can just tell us the categories you'd like to include, and we'll do all the computer planning work for you.

Speakers

We have a variety of state-of-the-art speakers that we employ, depending on the sound desired and the size of the room. The music can be booming or subdued. It's your call.

Digital DJ Box

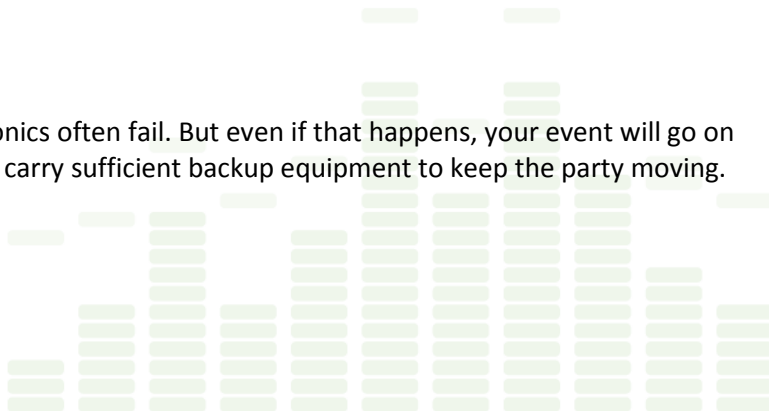
This is basically a giant computer where we program and control our digital music library. This piece of equipment can also play and record CDs, so we can always throw a new piece of music into the mix when requested.

Lights

We always bring the basic lights we need to work by, but if you want a no-holds-barred dance party, we can provide a light show as well as the tunes. All effects, from strobes to jumping lasers are possible, but must be scheduled in advance as we may need to rent special equipment.

Backup Equipment

It's a sad fact that electronics often fail. But even if that happens, your event will go on as scheduled. We always carry sufficient backup equipment to keep the party moving.





S A M P L E

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