

Sample Business Proposals



Occupational Therapy Services Sample Proposal

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The sample below DOES NOT include all of the content. The complete version must be purchased and is intended to be a guide to help you create your own customized proposal specific to your needs. Most proposals will start with a Cover Letter, Title Page, Executive or Client Summary and a Cost Summary or Estimate then will include additional material as needed.

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January 22

Kayla Spozata
Regional Director
Novalle Recovery Centers
4255 Zondervale Avenue
St Paul, MN 55150

Dear Ms. Spozata,

Novalle Recovery Centers are well known as the experts in our region for post-operative care and rehabilitation. And we at Full Life Occupational Therapy are experts in extending care after clients are well enough to go home. Don't you think it's time we joined our services for everyone's benefit?

We cannot replace the invaluable medical services you offer your clientele, but we can complement your business by extending our expertise in occupational therapy for clients in your facilities and for those who are on their way back to health and independence at home.

Full Life Occupational Therapy has already established partnerships with Restan Rehabilitation Center, HMW Nursing Homes, and Minnesota Rehabilitative Centers. We'd like to work with you, too. Please review the enclosed materials and give us a call.

Sincerely,

Richard Major
VP Strategic Partnerships
Full Life Occupational Therapy
943 Marin Drive
Suite 1102
Minneapolis, MN 55402

Phone: 555-510-9720
Fax: 555-510-9721
E-Mail: info@fullifeot.com
URL: www.fullifeot.com

Full Life Occupational Therapy
943 Marin Drive
Suite 1102
Minneapolis, MN 55402

(PH) 555-510-9720
(FX) 555-510-9721
www.FullLifeOT.com



Extended Care Services

January 22

Prepared for: Kayla Spozata
Regional Director

Prepared by: Richard Major
VP Strategic Partnerships

Description

We can complement your business by extending our expertise in occupational therapy for clients in your facilities and for those who are on their way back to health and independence at home.

Full Life Occupational Therapy has already established partnerships with Restan Rehabilitation Center, HMW Nursing Homes, and Minnesota Rehabilitative Centers. We'd like to work with you, too. Please review the enclosed materials and give us a call.

Proposal Number: 3-343-244



Since 1992, Full Life Occupational Therapy has been helping clients improve their quality of life.

Whether an emotionally damaged child needs help with social activities, an accident victim must discover new methods for achieving mobility, or a wounded veteran wants to get maximum benefit from recreation activities, we're here to help.

Our staff works in collaboration with physicians, psychologists, physical therapists, social workers, and other specialists that may already be working with clients. We can create a 'dream team' for an individual's needs, or fit into a plan an existing team has already devised.

Full Life Occupational Therapy has been recognized by the Midwest Alliance of Health Insurance Professionals as a Preferred Provider, delivering efficient and economical therapy for their policy holders. We have also received the Minnesota State Therapeutic Excellence Award for the last five years running for our work with school districts and special needs children throughout the state of Minnesota.

Full Life Occupational Therapy employs 132 occupational therapists, many specializing in areas such as computer assistance, visual aids, home independence skills, and working with children. We also have a fantastic support staff of friendly office personnel. All our therapists undergo regular background checks and are fully licensed and bonded, so you can feel comfortable allowing them access to any home or care facility.

Full Life Occupational Therapy is headquartered in Minneapolis and has offices throughout the state of Minnesota.

Services – We offer the following services:

- Analysis of Individual Needs
- Therapeutic Program Design
- Assistance with Everyday Activities
- Design of Specialized Equipment for Everyday Use
- Physical Exercises to Improve Balance, Strength, and Dexterity
- Learning Activities to Master Academic, Intellectual, or Emotional Skills
- Use of Specialized Computer Programs to Overcome Physical or Psychological Limitations

How to Contact Full Life Occupational Therapy – Check your online or printed yellow pages for our local offices, or contact our central office:

Full Life Occupational Therapy
943 Marin Drive
Suite 1102
Minneapolis, MN 55402

Phone: 555-510-9720
Fax: 555-510-9721
E-Mail: info@fullifeot.com
URL: www.fullifeot.com



S A M P L E

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