

# Sample Business Proposals



## Government Contract Service Sales Sample Proposal

The complete sample is 7 pages long and was written using these Proposal Pack templates:

Cover Sheet for Government Contracts, Customer Information, Labor Rates, Services Provided, Personnel



This sample proposal was created using **Proposal Pack Flag #3**. For only \$67 you **get the entire collection of sample proposals plus hundreds of editable templates** for creating an unlimited variety of custom proposals just like this one.

▶ [Purchase Proposal Pack Flag #3](#) for only \$67.

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.

Your proposal and quote could be just a couple pages long or over a hundred pages long depending on your needs, **all created with one affordable Proposal Pack**.

\*\*\* PDF samples are not editable. You MUST buy a \$67 Proposal Pack for the editable templates.

**GENERAL SERVICES ADMINISTRATION**

**Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**Schedule Number/Title:** 812 001 Drydock Services  
812 002 Dockside Maintenance and Repair Services

**Schedule Items:** 812 001 Drydock Services  
812 002 Dockside Maintenance and Repair Services

**Business Name:** WaveForce Marine Services  
**Address:** 8091 Harbor Drive  
Long Beach, CA 90805  
**Phone:** 555-555-2800  
**Fax:** 55-555-2801  
**Website:** www.waveforcemarine.com  
**Email:** customerservice@waveforcemarine.com  
**Contract Administrator:** Ryan Roberts

**Company Description:** Waveforce Marine Services offers inspections, routine maintenance services, and repair services on all structural, mechanical, and electrical systems for vessels less than 70 feet in length.

**Size of Business:** Veteran-Owned Small Business

For ordering information (products, prices, terms and conditions, etc.), see www.waveforcemarine.com or call Customer Service at 555-555-2802.

**FSC Group:** 03FAC  
**FSC Class:** Services

**Contract Number:** GS-21F-0000U

**Contract Period:** Sept 20XX - Sept 20XX

**Contract Effective Date (optional):** September 1, 20XX

**Price List Effective Date (optional):** September 1, 20XX

**DUNS #:** 87-123-456





## CUSTOMER INFORMATION

- 1a. Awarded special item number(s) (SINs): **SIN 812-001 Dry Docking Services, SIN 812-002 Dockside Maintenance and Repair Services**
- 1b. Lowest priced model for each SIN: **Not Applicable**
- 1c. Hourly rates: **See attached Labor Rates page.**
2. Maximum order: **\$500,000.00**
3. Minimum order: **\$1000.00**
4. Geographic coverage (delivery area): **Contract honored at Federal Facilities worldwide.**
5. Point(s) of production (city, county, and state or foreign country): **Not applicable**
6. Discount from list prices or statement of net price: **May vary by specific order.**
7. Quantity discounts: **May vary by specific order.**
8. Prompt payment terms: **Net 30 days**
- 9a. Notification that Government purchase cards are accepted at or below the micropurchase threshold: **Government purchase cards NOT accepted at or below the micropurchase level.**
- 9b. Notification that Government purchase cards are accepted or not accepted above the micropurchase threshold: **Government purchase cards accepted above the micropurchase level. Wire transfer payments also acceptable—see bank information on invoice.**
10. Foreign items: **None.**
- 11a. Time of delivery: **Service will be delivered as promised within the individual contract.**
- 11b. Expedited delivery: **Overnight or 2-day delivery available on selected parts and services. Contact Customer Service at 555-555-2802.**
- 11c. Overnight and 2-day delivery: **Overnight or 2-day delivery available on selected parts and services. Contact Customer Service at 555-555-2802.**
- 11d. Urgent requirements: **Contact us at 555-555-2802 if you need urgent delivery or services.**
12. F.O.B. point(s): **48 States including Washington, D.C.**
- 13a. Ordering address: **Waveforce Marine Services  
8091 Harbor Drive  
Long Beach, CA 90805**



13b. Ordering procedures: **No orders accepted in the form of email messages. Order through Waveforce Marine Services Customer Service Department at 555-555-2802.**

14. Payment address: **Waveforce Marine Services  
8091 Harbor Drive  
Long Beach, CA 90805**

15. Warranty provision: **For parts, varies by product and vendor. All repairs guaranteed for a period of six months following completion date.**

16. Export packing charges: **Not Applicable**

17. Terms & conditions of Government purchase card acceptance: **Government purchase cards accepted above minimum order level.**

18. Terms & conditions of rental, maintenance and repair: **Not Applicable**

19. Terms & conditions of installation: **Not Applicable**

20. Terms & conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **Not Applicable**

20a. Terms & conditions of other services: **Not Applicable**

21. List of service and distribution points: **Not Applicable**

22. List of participating dealers: **Not Applicable**

23. Preventive maintenance: **Not Applicable**

24a. Special attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **All Waveforce Personnel Certified in Required Environmental Protection Procedures**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found: **Not Applicable**

25. Data Universal Number System (DUNS) number: **87-123-456**

26. Notification regarding registration in Central Contractor Registration (CCR) database: **Registered**

27. Net billing statement: **Accepted**

28. Purchasing of incidental, non-schedule items: **Allowable for non-schedule items under \$100.00.**





# 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:

<http://www.proposalkit.com/htm/products.htm>