



# PROPOSAL KIT SAMPLE

## Investment and Brokerage Services Sample Proposal

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Read this article for more help - [How to Write a Financial Services Business Proposal](#)

Mallory Austin  
CFO  
Brittan Enterprises  
9932 Silver Avenue  
Topeka, KS 66601

Mr. Austin,

Congratulations on your recent award of a government contract! Your announcement of your plans to hire 85 new employees is being celebrated throughout the area.

In the past when we contacted you, you indicated that your organization was too small to need our services in designing and managing 401K plans and other investment opportunities.

Now that your company is on track to triple in size within the next year, we believe you would benefit substantially from our advice and services. We'd love to help you grow and secure a better future for your employees and your organization. Please review the pages in this proposal, and then call to set up an appointment where we can show you what we can do for Brittan Enterprises and answer all your questions.

Sincerely,

Bruce Cho  
New Accounts Manager  
QKM Financial Brokerage  
555-555-5555  
[bruce.cho@QKMFinancial.com](mailto:bruce.cho@QKMFinancial.com)  
[www.QKMFinancial.com](http://www.QKMFinancial.com)



# PROPOSAL

## Investment Management Services

Prepared for: Mallory Austin  
CFO

Prepared by: Bruce Cho  
New Accounts Manager





# SERVICES PROVIDED

QKM Financial Brokerage offers the following management and investment services to your company. We are experts in designing, implementing, and overseeing customized plans for small businesses.

- **401K Plans**
- **Profit-Sharing Plans**
- **Investment Advice to Your Company**
- **Investment Advice to Your Individual Employees**
- **Stock Option Plans**
- **Death Benefits**
- **Executive Retirement Plans**
- **Assistance in Securing and Managing Business Loans**





## BENEFITS

Why use QKM Financial Brokerage instead of managing your own employee plans or hiring one of our competitors?

- **We save you research time.** – Financial plans and investment services are our specialty. We work with a wide variety of banks and investment firms. We stay current on all offerings and can easily recognize any warning signs that indicate a necessary switch in direction.
- **We are independent.** – We are in daily contact with many organizations, but we have no special arrangements to sell the products or services of any one organization. This independence allows us to fairly compare products and offer you the ones that best fit your circumstances.
- **Our success depends on your success.** – We charge only a small percentage of total investments. Thus, our income is dependent on delivering continuing success for you and your employees.
- **Our managers take care of the paperwork.** – The managers of small companies have better things to do than calculate tax implications, give investment advice, and distribute checks to employees. Our accountants deliver clear monthly statements to all account owners. Before any distributions are made, recipients must sign an affidavit indicating they were informed of possible tax consequences. All statements to clients are accompanied by appropriate tax filing information to protect all parties involved.
- **We constantly monitor the investment environment.** – You watch over your business, and we'll watch over your investments, notifying you when adjustments are needed. With QKM Financial Brokerage on your side, you'll never be surprised by a 'sudden downturn' in the economic climate.

In short, QKM Financial Brokerage is your partner in planning and securing the financial future of your business and your workforce.





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- 1) After purchasing, downloading, and installing your Proposal Pack and Wizard software add a new project in the Wizard.
- 2) Click the Pick Documents button then click the View Samples tab.
- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
- 4) Customize the chapter list as needed to suit your situation. You can add additional chapters from the library of 2000+ topics, reorder chapters, remove chapters.
- 5) When you save your project, the Wizard will build you a custom version of this sample in the visual design theme Proposal Pack you purchased applying all your customizations (logos, font types, color schemes, contact information, etc.).
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