



PROPOSAL KIT SAMPLE

Investment and Brokerage Services Sample Proposal

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August 19, 20xx

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

Dear Ms. 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
145 Elm Street Center
Suite 201
Kansas City, MO 64101
555-555-5555 ext. 62



PROPOSAL

INVESTMENT MANAGEMENT SERVICES

PREPARED FOR: MALLORY AUSTIN
CFO

PREPARED BY: BRUCE CHO
NEW ACCOUNTS MANAGER

QKM Financial Brokerage
145 Elm Street Center
Suite 201
Kansas City, MO 64101

(PH) 555-555-5555
(FX) 555-555-5556
www.QKMFinancial.com

August 19, 20xx



DESCRIPTION

Financial plans and investment services are our specialty. 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.



www.QKMFinancial.com

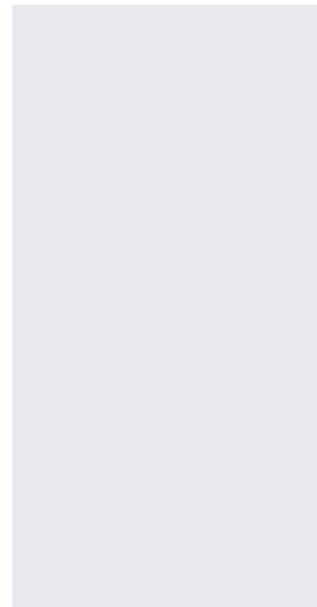
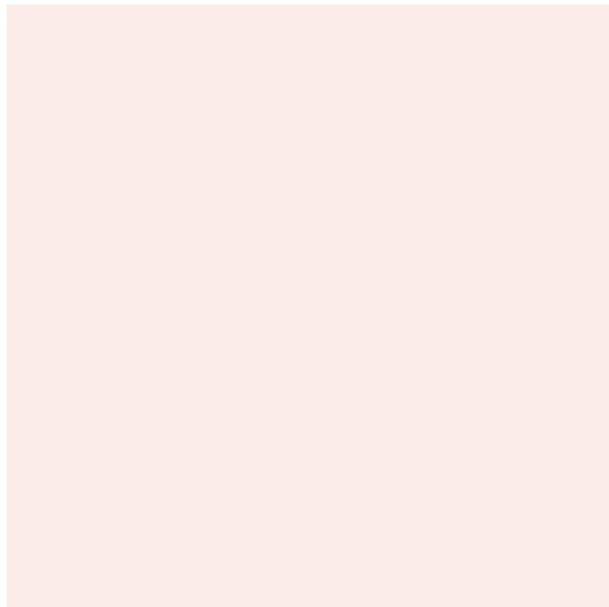
Proposal Number: 103-A



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**





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 on your side, you'll never be surprised by a 'sudden downturn' in the economic climate.

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



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