



# PROPOSAL KIT SAMPLE

## IT Product and Service Sales Proposal

Scroll down to read the first part of this sample. When purchased, the complete sample is 9 pages long and is written using these Proposal Pack chapters:

Cover Letter, Title Page, Table of Contents, Executive Summary, Cost Summary, Features, Project Deliverables, Training Plan, Installation Schedule

This sample was created using **Proposal Pack Telecom #1**. In the retail Proposal Pack you get the entire collection of samples (including this one) plus thousands of editable templates for creating an unlimited variety of custom proposals and other business documents.

[Click here to purchase Proposal Pack Telecom #1](#)

The sample below **does not** include all of the sample's content. The complete version is included in every retail Proposal Pack product and must be purchased to see the rest of the content and to get the editable Word format version.

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

Dave Allard  
Executive VP- Operations  
Executive Search, Inc.  
1749 Main Street, Suite 402  
Boise, ID 84877

Dear Mr. Allard,

Thank you for sharing your company needs with me this past week. Based on our conversation I have developed a proposal that covers all the areas of need we discussed.

Hartford Communications has long been an industry leader in the PBX industry and we look forward to having you as our newest satisfied client. As we discussed, we have the HC100 system that not only fits all of your current needs, but also has the expansion capabilities to grow along with your company.

Due to our expertise in installation and training for the PBX systems, we will be able to not only meet your deadline, but should have the entire process completed approximately 2 weeks prior.

I have included a cost summary so that you can see how easily the HC100 systems will fit into your budget. The installation schedules are based upon an acceptance date of August 15.

I look forward to expanding our working relationship in the future and welcoming you as the newest member of the HC100 family. Please feel free to contact me if you need additional information.

Sincerely,

Mark Canyon  
Owner  
Hartford Communications  
2312 Post Falls Way  
Post Falls, ID  
208-512-7458  
Mark.Canyon@HartfordComm.com  
www.HartfordComm.com



# Project

## PBX Phone System

Hartford Communications  
2312 Post Falls Way  
Post Falls, ID 83877

(PH) 208-512-7458  
(FX) 208-512-7459  
[www.HartfordComm.com](http://www.HartfordComm.com)

7/6/20XX

Prepared for: **Dave Allard**  
**Executive VP- Operations**

Prepared by: **Mark Canyon**  
**Owner**



## Description

Hartford Communications would like to offer our state of the art HC100 PBX Phone system along with installation services and annual maintenance for use by Executive Search, Inc. in all 27 offices nationwide.



# Table of Contents

EXECUTIVE SUMMARY ..... 2

COST SUMMARY ..... 3

FEATURES ..... 4

PROJECT DELIVERABLES ..... 5

INSTALLATION SCHEDULE ..... 6

TRAINING PLAN ..... 7





# Executive Summary

## The Objective...

Executive Search, Inc. has seen tremendous expansion growth in the past 10 years. Starting operations of recruiting executives for the Mid to Large company realm. Executive Search, Inc. currently houses over 100 recruiters in each of its 27 branch locations. Due to the volume of phone services required to maintain this staff level, Executive Search, Inc. is in need of telephone equipment upgrades in order to maintain and increase activity levels.

## The Opportunity...

By utilizing Hartford Communications PBX phone systems Executive Search, Inc. will see the following benefits:

- Ⓜ Increased phone line availability thru rotating line options
- Ⓜ Ease of expansion of configuration
- Ⓜ User friendly systems
- Ⓜ Minimal downtime with temporary replacement systems
- Ⓜ Full compatibility with all computer system requirements
- Ⓜ Lower installation costs- higher ROI
- Ⓜ Minimal maintenance required
- Ⓜ Nationwide compatibility
- Ⓜ Digital / Analog switchable
- Ⓜ Full Voice Mail available

## The Solution...

Hartford Communications is the industry leader in PBX phone systems with over 30 years experience backed by certified trainers and certified maintenance engineers. We provide sales, service and support. We stand behind our product with an inclusive 24x7 support service that is included for a full year on every system that we sell and install.



This sample is included in the [Proposal Kit Professional](#) and [Proposal Pack](#) products.

This sample has been truncated to only show the first few pages. The complete version of this sample including an editable Word version is included with all Proposal Kit Professional and Proposal Pack products found at:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

