



# PROPOSAL KIT SAMPLE

## Manufacturing and Distribution Sample Proposal

Scroll down to read the first part of this sample. When purchased, the complete sample is 10 pages long and is written using these Proposal Pack chapters:

Cover Letter, Title Page, Prototyping, Outsourcing, Imports, Exports, Manufacturing, Packaging, Distribution, Back Page

This sample was created using **Proposal Pack Global #5**. 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 Global #5](#)

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 Manufacturing Business Proposal](#)

Brian Hastings  
Operations Manager  
Messon Kitchen Works  
4336 Floral Avenue  
Suite 17  
New Orleans, LA 70112

Mr. Hastings,

We have reviewed your product specifications and we are pleased to submit here our proposal for manufacturing and distributing your spice grinders.

Altsat Global maintains offices in five countries to oversee manufacturing, packaging and shipping processes, and to handle all import/export issues. You have great ideas; we make them into great products and deliver them to your customers.

All information and prices quoted in this proposal are valid for 90 days from the date listed above.

Sincerely,

Vince Forthrite  
Senior Project Manager  
Altsat Global  
555-555-5555  
[forthrite@AltsatGlobalInc.com](mailto:forthrite@AltsatGlobalInc.com)  
[www.AltsatGlobalInc.com](http://www.AltsatGlobalInc.com)



# PROPOSAL

## Manufacturing and Distribution Proposal

Prepared for: Brian Hastings  
Operations Manager

Prepared by: Vince Forthrite  
Senior Project Manager





# MANUFACTURING

Altsat Global will oversee the manufacture of your spice grinder in China, using our manufacturing partner, Quartz Manufacturing China, Ltd. in Guangdong Province, China. Quartz has expertise in plastic molding and assembly of small electronic devices, including kitchen gadgets.

We are an ISO certified manufacturer. Our materials come from trusted suppliers and all staff in our partner factories follow strict AQL guidelines, with multiple quality control checks at every step of the manufacturing and packaging process.

Based on your specifications, we can manufacture and package your spice grinder at the following prices based on number of units produced per manufacturing run:

Initial Set-up Cost: \$10,000 USD

2000-10,000 units: \$3.17 USD per unit

10,000-25,000 units: \$3.04 USD per unit

>25,000 units: \$2.75 USD per unit

We also handle distribution: see Distribution page for details.





# IMPORTS

To ensure the success of this project, Altsat Global will be importing electrical cords to China and then exporting assembled and packaged spice grinders to locations around the world specified by Messon Kitchen Works. (See Exports page for details.)

Although manufacturers are available in China to produce electrical cords, we have found that Swand Electric Ltd., of Manila, Philippines, produces electrical pieces of consistently better quality and lower price.

## Imports to China

- Electrical cords and motors for spice grinders.
- Country of Origin: Philippines.
- Shipped Via: TBD by Altsat Global – partial or complete containers on ships and trucks
- We have imported to China from this company many times and anticipate no problems.
- Costs of electrical components are included in the per unit price.

## Imports to Other Countries

- Final packaged spice grinders will be exported from China and imported to other countries as directed by Messon Kitchen Works. At this time, we understand that Messon Kitchen Works has secured large orders with big warehouse companies in North America, companies that have primary warehouse locations in Atlanta, Georgia; Los Angeles, California; and Toronto, Canada.
- We have expertise in importing and exporting goods throughout the world and we anticipate no special issues with distribution.
- Shipped Via: TBD by Altsat Global – partial or complete containers on ships and trucks
- Costs will be determined by shipping destination, product quantities, and deadlines.





# EXPORTS

Final goods (packaged spice grinders) will be exported from Shenzhen harbor, near the manufacturing facilities in China.

Altsat Global maintains an office in Guangdong Province, China to expedite export/import processes from China. We understand that at this time, Messon Kitchen Works has orders to deliver to the United States and Canada, but anticipates orders in other countries as well, most notably France and the United Kingdom.

- **Exporting from China to the United States**

We are experts in efficiently distributing merchandise to all major ports within the United States. Our company is well known and trusted with U.S. Customs and other controlling agencies, and because we have an office in the United States, we serve as importing authority in that country.

- **Exporting from China to Canada**

Altsat Global maintains an office in Toronto, Canada, so we will serve as importing authority in that country. We have expertise in distributing merchandise to all major ports within Canada. Our company has an established track record with the Canada Border Service Agency and other controlling agencies.

- **Exporting from China to Europe**

Altsat Global has a history of exporting a wide variety of goods to destinations in Europe, so we anticipate smooth operations for distribution of orders there.

We maintain no offices in Europe, so Altsat Global cannot serve as importing authority in European countries, but we routinely work with a wide network of import/export companies throughout the area.



The rest of this sample is included in the retail Proposal Packs and Proposal Kit Professional bundle. Purchase any Proposal Pack in the design theme of your choice and you will have everything you need.

### **How do I customize or create my own version of this sample?**

Using the included Proposal Pack Wizard is the best way to make customized versions of the samples. Using the Wizard and any Proposal Pack you can recreate any of the samples in the visual design theme you purchased as well as branding it with your own logo and design.

- 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.).
- 6) Open and edit the Word document to complete your work.

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)

