

Sample Business Proposals



Network Cabling Sample Proposal

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10/27/20XX

Daniel Singh
CEO
HarborLite Technologies
9703 Castle Drive
Newport, OR 97365

Dear Mr. Singh,

We would be most pleased to design and install your new computer network at your new corporate facility in Newport, OR.

Northwest Computer Cabling, Inc. is located in Portland, but we travel throughout the state of Oregon and into southwestern Washington State to install computer networks. We have designed and installed networks for more than 300 companies of all sizes.

Please find enclosed our proposal and cost estimates for your new computer network. The prices listed herein are good for thirty days. We hope to be working with you soon.

Sincerely,

Greg Nealson
Lead Designer
Northwest Computer Cabling, Inc.
555-545-5012
gn@nwcabling.com
www.nwcabling.com

Northwest Computer Cabling, Inc.
92 Blackmoor Road
Portland, OR 97204

(PH) 555-545-5001
(FX) 555-545-5002
www.nwcabling.com

10/27/20XX



QUOTE

Prepared for: Daniel Singh
CEO

Prepared by: Greg Neilson
Lead Designer

Network Cabling Design and Installation



DESCRIPTION

Thank you for the opportunity to bid on designing and installing your computer network at your new corporate headquarters.

Northwest Computer Cabling, Inc. is located in Portland, but we travel throughout the state of Oregon and into southwestern Washington State to install computer networks. We have designed and installed networks for more than 300 companies of all sizes.



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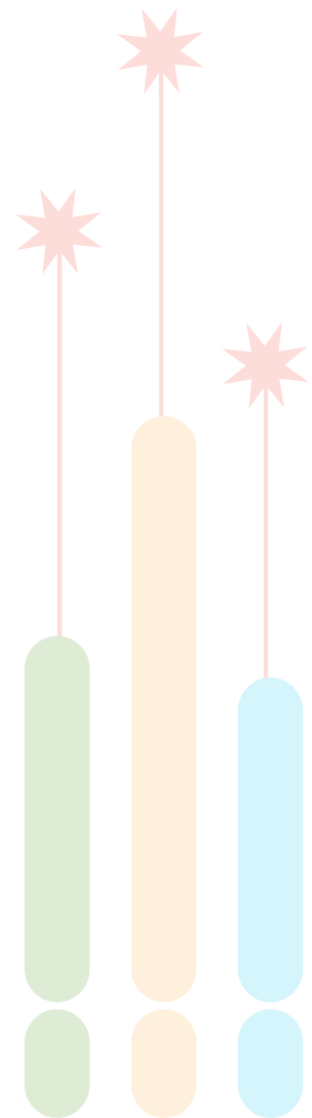
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CLIENT SUMMARY

The Objective...

HarborLite Technologies is a rapidly growing company that plans to move into their new corporate headquarters within the next six months. HarborLite Technologies is upgrading their computer system and requires a new network to complete the system.

“Specializing in network design and installation since 1998.”

- * **Need #1:** Analysis of current and future needs for a new computer network.
- * **Need #2:** A design for a new computer network.
- * **Need #3:** An implementation plan for a new computer network.

The Opportunity...

After meeting with Daniel Singh, Northwest Computer Cabling Inc. believes that HarborLite Technologies’ goals are as follows:

- * **Goal #1:** Design a computer network that serves the company’s current needs and can grow with the company.
- * **Goal #2:** Formulate an installation plan that will cause as little disruption to current business as possible.
- * **Goal #3:** Install the new network and get it up and running as soon as possible.

The Solution...

Northwest Computer Cabling Inc. specializes in designing and installing computer networks. We propose to install LANwork 5000 products, which offer maximum flexibility and security.

- * **Recommendation #1:** Install LANwork 5000 F22 Layer Hi-Speed switches for cost-effective Layer 2 10/100 and 10/100/1000 Ethernet switching.
- * **Recommendation #2:** Install LANwork 5000 Unmanaged 16-port 10/100/1000 switch; Layer 2 with compact design and auto MDI/MDIX and IEEE 802.1p features.
- * **Recommendation #3:** Run heavy-duty hi-load capacity cable throughout building to accommodate current network needs and allow for future attachments.



ESTIMATE

Services

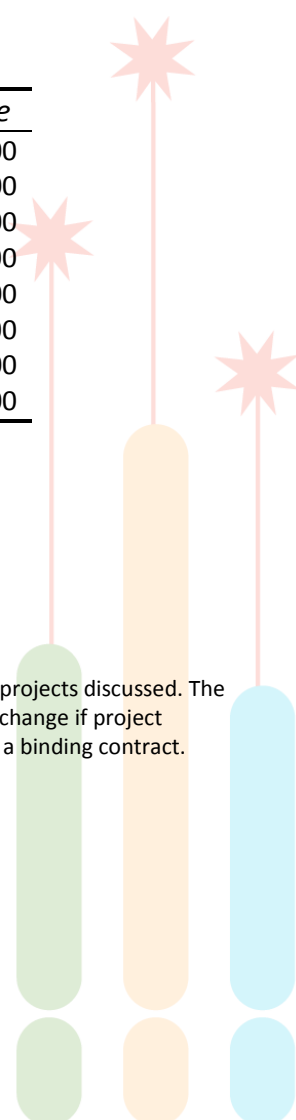
<i>Description</i>	<i>Qty</i>	<i>Price</i>	<i>Ext. Price</i>
Permits and Licenses	1	\$200.00	\$200.00
Network Design	1	\$3,000.00	\$3,000.00
24x7 Priority Support (12 months)	1	\$8,000.00	\$8,000.00
Network Installation	1	\$16,000.0	\$16,000.0

Hardware

<i>Description</i>	<i>Qty</i>	<i>Price</i>	<i>Ext. Price</i>
LANWork 5000 F22 Switch	2	\$900.00	\$1,800.00
LANWork 6000 F16 Hub	1	\$2,500.00	\$2,500.00
Fiberoptic Cable	1	\$1,000.00	\$1,000.00
Firewall	1	\$900.00	\$900.00
Telecommunications Closet	1	\$8,000.00	\$8,000.00
Wall Plates and Connections	80	\$6.00	\$480.00
CAT-6 Cable	1	\$1,000.00	\$1,000.00
LanWork 8000 Modems	3	\$600.00	\$1,800.00

Total Estimate for Project: \$44,680.00

Standard Disclaimer: The numbers represented above are to be used as an estimate for the projects discussed. The above Estimate does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.





INSTALLATION SCHEDULE

Northwest Computer Cabling, Inc. will follow the installation schedule below.

Before any work can begin, all computer devices currently used by HarborLite Technologies employees need to be accounted for and have a space reserved for them on the architectural blueprints for the new building.

All current servers, shared printers, fax machines, etc. must also be accounted for and their positions mapped in the new building.

Installation Job Description	Date	Duration
Establish position for all devices (personal computers, servers, routers, etc) in all rooms of new building	January 12	Approximately one week
Run new cable throughout building as needed	January 19	Approximately one week
Move all devices to new building	January 26	Two days
Connect all devices	January 28	Three days
Verify network functionality and test all devices on it	February 3	Two-three days

Notes:

This network installation schedule is dependent on finalization of building construction and will require that HarborLite Technologies shut down operations for a few days during the transition to the new building. We will endeavor to make business interruptions as short as possible.



PERMITS AND LICENSES

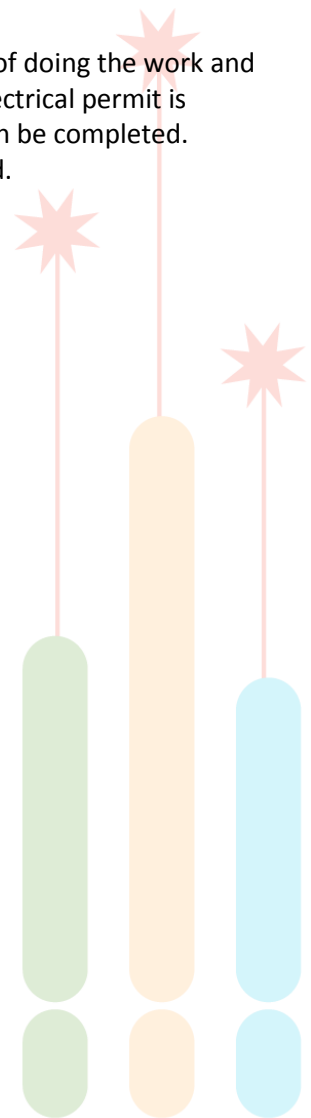
This project is legally required to obtain the following permits and to be performed by individuals licensed to complete the project.

Permits Required:

- ✳ Permit #1 – Lincoln County Electrical Permit

Authority: Lincoln County Office of Electrical Inspection

This permit must be applied for approximately 30 days in advance of doing the work and must include a diagram of the project. The fee for a commercial electrical permit is \$200. All work must be inspected and approved before contract can be completed. Inspection approval is required before the building can be occupied.





S A M P L E

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