**GENERIC BID PROPOSAL TEMPLATE**

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|  |  |
| --- | --- |
| PROJECT NAME |    |
| JOB LOCATION |    |
| EST. START DATE |   | EST. FINISH DATE |   |
| PROJECT LEADER |   | COMPANY |   |
| CONTACT NAME |   | ADDRESS |   |
| PHONE |   |   |   |
| EMAIL |   |   |   |
|  |  |  |  |
| SUMMARY |     |
| DESIRED OUTCOME |     |
| ACTION TO COMPLETION |     |
| BENEFITS OF PROJECT |     |
| PROJECTED SCHEDULE |     |
| PROJECTED BUDGET |     |
| PROJECTED TEAM AND RESOURCE REQUIREMENTS |     |
| PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF |   |
|  |  |  |  |
| ACCEPTANCE OF PROPOSAL |   |   |
| AUTHORIZED CLIENT SIGNATURE |   | DATE OF ACCEPTANCE |   |

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