**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| PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF | | |  |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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