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**Independent Contractor Bid Proposal**

**COMPANY**

**LOGO**

**COMPANY NAME**

**PROPOSAL NAME**

**Delivery / Date**

**PREPARED FOR:**

**Contact Name, Title**

**Email address**

|  |  |
| --- | --- |
| MEETING YOUR NEEDS | |
| PROJECT OVERVIEW |  |
| WHY PROJECT IS NECESSARY |  |
| WHO WE ARE |  |
| WHY WE’RE THE BEST FIT |  |

|  |  |
| --- | --- |
| ACHIEVING YOUR GOALS | |
| DELIVERABLE 1 |  |
| DELIVERABLE 2 |  |
| DELIVERABLE 3 |  |
| DELIVERABLE 4 |  |

|  |  |
| --- | --- |
| MEASUREMENTS OF SUCCESS | |
| QUANTIFIABLE RESULT 1 |  |
| QUANTIFIABLE RESULT 2 |  |
| QUANTIFIABLE RESULT 3 |  |
| QUANTIFIABLE RESULT 4 |  |

|  |  |
| --- | --- |
| TIMELINE | |
| PHASE 1 | |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
|  |
| PHASE 2 | |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
|  |
| PHASE 3 | |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
|  |
| PHASE 4 | |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
|  |
| PROJECT ANALYSIS UPON COMPLETION | |
|  | **EXPECTED START DATE** |
|  |
| **EXPECTED DATE OF COMPLETION** |
|  |

|  |  |  |
| --- | --- | --- |
| BREAKDOWN OF COSTS | | |
| ITEM | **DESCRIPTION** | **COST** |
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|  |  |  |
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| SUBTOTAL | |  |
| TAX | |  |
| GRAND TOTAL | |  |

|  |
| --- |
| HOW TO PROCEED |
| 1. ACCEPT PROPOSAL AS IS 2. -OR- DISCUSS CHANGES / REQUEST REVISIONS 3. FINALIZE CONTRACT 4. SIGN CONTRACT 5. MAKE ANY REQUIRED INITIAL PAYMENT |

|  |  |  |  |
| --- | --- | --- | --- |
| TERMS & CONDITIONS | | | |
|  | | | |
| AUTHORIZED PREPARER SIGNATURE |  | **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** |  | |
|  | | | | |
| ACCEPTANCE OF PROPOSAL | | | | |
| Proposed costs, specifications, and conditions detailed above are accepted, and specified work is authorized to begin on the agreed upon date. Payment for services rendered will be made as specified. | | | | |
| AUTHORIZED  CLIENT SIGNATURE |  | **DATE OF ACCEPTANCE** |  | |

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| --- |
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