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**Independent Contractor Bid Proposal**

**COMPANY**

**LOGO**

**COMPANY NAME**

**PROPOSAL NAME**

**Delivery / Date**

**PREPARED FOR:**

**Contact Name, Title**

**Email address**

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

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

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

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| --- |
| 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** |
|  |

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

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| 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
 |

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| AUTHORIZED PREPARER SIGNATURE |  | **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** |    |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