**Service Proposal**

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal Number** |  | **Date** |  |
| **Company Name** |  | **Prospective Client** |  |
| **Address** |  | **Address** |  |
| **Phone/Email** |  | **Phone/Email** |  |
| **Prepared By** |  | **Contact Person** |  |

|  |
| --- |
| **Executive Summary** |
| Overview of proposal’s main points  [Download a Free Executive Summary Template](https://www.projectmanager.com/templates/executive-summary-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=service-proposal-word&utm_content=&utm_detail=&utm_term=none) |

|  |
| --- |
| **Service Description** |
| Service provider’s pitch on why they should get the job |

|  |
| --- |
| **Scope of Work** |
| Details all work involved, from deliverables and exclusions to quality standards and more  [Download a Free Scope of Work Template](https://www.projectmanager.com/templates/scope-of-work-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=service-proposal-word&utm_content=&utm_detail=&utm_term=none) |

|  |
| --- |
| **Cost Estimate** |
| Forecast all project costs, including labor, materials and miscellaneous costs  [Download a Free Project Estimate Template](https://www.projectmanager.com/templates/project-estimate-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=service-proposal-word&utm_content=&utm_detail=&utm_term=none) |

|  |
| --- |
| **Service Delivery Timeline** |
| Outline steps and processes to deliver the service, including milestones, deadlines and contingencies  [Download a Free Project Timeline Template](https://www.projectmanager.com/templates/project-timeline-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=service-proposal-word&utm_content=&utm_detail=&utm_term=none) |

|  |
| --- |
| **Company Background & Service Offering** |
| Service provider explains why they are right for the job, with examples of past work if applicable |

**Related Free Templates**

[Service Blueprint Template](https://www.projectmanager.com/templates/service-blueprint-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=service-proposal-word&utm_content=&utm_detail=&utm_term=none)

[Client Intake Template](https://www.projectmanager.com/templates/client-intake-form?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=service-proposal-word&utm_content=&utm_detail=&utm_term=none)

[Service Report Template](https://www.projectmanager.com/templates/service-report-template?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=service-proposal-word&utm_content=&utm_detail=&utm_term=none)

**[Graphical user interface

Description automatically generated](http://www.projectmanager.com/pricing?utm_source=project_manager_com&utm_medium=content+library&utm_campaign=service-proposal-word&utm_content=&utm_detail=&utm_term=none)**