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# Next steps

01

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## Outline

Clearly outline the next steps or actions that the client should take to move forward with your proposed solution, such as scheduling a follow-up meeting or signing a contract.

Point of contact:  Person

→ Response

## 02

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# Terms and conditions

Include any relevant terms and conditions, legal disclaimers, or other important information that the client should be aware of before proceeding with your proposed solution.

→ Response

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# Additional resources

Contact  
name

Person

Person

Person

Resume &  
portfolio

File

File

File

Reference  
materials

File

File

File