|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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Proposal Template

April 2016

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# Executive Summary

|  |  |
| --- | --- |
|  | Write this last so that you can summarize the most important points from your business plan.  Provide a concise but positive description of your company, including objectives and accomplishments. For example, if your company is established, consider describing what it set out to do, how it has accomplished goals to date, and what lies ahead. If new, summarize what you intend to do, how and when you intend to do it, and how you think you can overcome major obstacles (such as competition).  You can also choose to use the following four subheadings to organize and help present the information for your executive summary.  Note: to delete any tip, such as this one, just click the tip text and then press the spacebar. |

## Highlights

|  |  |
| --- | --- |
|  | Summarize key business highlights. For example, you might include a chart showing sales, expenses and net profit for several years.  Note: to replace the sample chart data with your own, right-click the chart and then click Edit Data. |

## Objectives

|  |  |
| --- | --- |
|  | For example, include a timeline of the goals you hope you to achieve. |

## Mission Statement

|  |  |
| --- | --- |
|  | If you have a mission statement, include it here. Also include any essential points about your business that are not covered elsewhere in the executive summary. |