

Commercial Proposal Template

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Standard format for client-facing cost + fee breakdown. Customize per engagement.

Header

To: [Client Name / Partner Reference] Date: [Date] Ref: WTP-[YEAR]-[Number] Valid until: [Date + 30 days] Prepared by: WTP Team

1. Engagement Summary

FIELD	VALUE
Client	[Full Name]
Referring Partner	[Partner Name]
Risk Verdict	[GREEN / YELLOW]
Recommended Package	[Level X — Name]
Banking Scenario	[Bank Name + Account Type]
Estimated Timeline	[X weeks]

2. Scope of Services

Included in this proposal:

#	SERVICE	STATUS
1	[Visa application — Golden Visa / Investor / Freelancer]	Included
2	[Emirates ID processing]	Included
3	[Personal bank account — Bank Name]	Included
4	[Company formation — Mainland / Free Zone Name]	Included
5	[Trade license]	Included
6	[Corporate bank account — Bank Name]	Included
7	[Tax registration]	Included
8	[Travel coordination + itinerary]	Included

Not included (available as add-ons):

SERVICE	ESTIMATED COST
Additional bank accounts	\$2,000 – \$5,000 per bank
Real estate conveyancing	\$3,000 – \$8,000
Family visa processing (per person)	\$2,000 – \$3,000
Accounting setup	\$3,000 – \$5,000
DIFC Foundation	\$15,000 – \$25,000

3. Cost Breakdown

Government & Third-Party Fees (pass-through)

ITEM	COST (AED)	COST (USD)
Visa application fee	[Amount]	[Amount]
Emirates ID fee	[Amount]	[Amount]
Trade license fee	[Amount]	[Amount]
Company registration fee	[Amount]	[Amount]
Bank account minimum deposit	[Amount]	[Amount]
Notarization / attestation	[Amount]	[Amount]
Subtotal — Government fees	[Total]	[Total]

WTP Service Fees

ITEM	COST (USD)
Pre-screen & risk assessment	Included
Banking scenario & coordination	Included
Visa processing & management	[Amount]
Company formation management	[Amount]
Corporate banking coordination	[Amount]
On-ground support (client visit)	[Amount]
Post-departure execution	[Amount]
Subtotal — WTP fees	[Total]

Total

AMOUNT (USD)	
Government & third-party fees	[Amount]
WTP service fees	[Amount]

AMOUNT (USD)	
Total engagement cost	[Grand Total]

4. Payment Schedule

MILESTONE	AMOUNT	DUE
Engagement confirmation	50% of WTP fees	Upon signing
Client arrival in UAE	Government fees (full)	Before appointments
Delivery completion	Remaining 50% of WTP fees	Upon delivery

Payment methods: Bank transfer (IBAN provided upon confirmation), credit card (+ 3% processing fee).

5. Terms & Conditions

1. This proposal is valid for 30 days from the date of issue.
2. Government fees are estimates and may vary based on actual charges at the time of processing.
3. WTP fees are fixed for the agreed scope. Any additional services will be quoted separately.
4. Refund policy: WTP fees are non-refundable after work begins. Government fees are refundable only if not yet submitted.
5. Timeline estimates assume timely document submission by the client. Delays in documentation may extend the timeline.
6. WTP reserves the right to pause or terminate the engagement if new risk factors are identified during execution.

6. Acceptance

By signing below, the client confirms acceptance of this proposal and authorizes WTP to begin execution.

Client Name	_____
Signature	_____
Date	_____
WTP Representative	_____
Signature	_____
Date	_____