PROPOSAL FOR {client\_name}

{date}

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# EXECUTIVE SUMMARY

WongPartnership LLP ("the Firm") is pleased to present our {doc\_type} to {client\_name} ("{client\_shortname}") for {matter\_desc}*,* (the {matter\_type}).

We look forward to work with you on this {matter\_type}. Having previously advised {client\_shortname} on *{previous\_summary}*, we are excited to continue our collaboration through our involvement in this significant {matter\_type}.

WongPartnership offers {client\_shortname} the following:

**An integrated team with the depth and breadth of expertise:** For this {matter\_type}, we have nominated {lead\_partners} to be your primary contact(s) with the Firm. Our team includes the following lawyers ("Core Team") from our various practice areas:

|  |  |
| --- | --- |
| **Assigned Lawyers** | **Designation** **or** **Practice Areas** |
| **{partner1}** | {lawyer\_desc1} |
| **{partner2}** | {lawyer\_desc2} |
| {lawyer1} | {lawyer\_desc3} |
| {lawyer2} | {lawyer\_desc4} |

They will be supported by Associates under their guidance and supervision, as well as Partners across our various practices, if and when required. For more details of our Core Team's experience and credentials, please refer to {profile\_hyperl}.

**A leading Firm with a proven track record:** We have worked on prominent transactions involving {previous\_transactions}. Please refer to {track\_hyperl} for a selection of our significant work across the region.

**Award-winning standards:** Our excellent track record in supporting our clients on their ground-breaking and innovative deals as well as on their day-to-day transactions has won us many coveted awards. This includes:

* {awards\_list}

**A commitment to outstanding client service:** We have a reputation for providing exceptional client service and achieving results for our clients. The Firm is recognised as {most\_rel\_award}. Our overarching commitment is to provide you with high quality, commercially-focused, innovative and cost-efficient legal advice and to work collaboratively with your team to deliver the best outcomes for your {client\_type}.

**A competitive fee proposal:** We are pleased to therefore offer {discount\_rate}% discount to {client\_shortname}. Please refer to {fee\_hyperl} for more details.

**{cross\_border\_bool} A strong network to support cross-border transactions**:Our involvement in transactions involving these jurisdictions give you the confidence of uncompromising standards of legal excellence and support where you need us to be. *[Remove if pitch is SG-focused]*

Given the depth of our relevant experience, we believe that we stand in good stead to assist you with our legal expertise.

We are very keen to work with you and would welcome the opportunity to meet your team to discuss our proposal in greater detail. Should you require further information or if you have any clarifications, please feel free to reach out directly to our {lead\_partners}, whose contact details are provided below.

|  |  |
| --- | --- |
| Office worker male with solid fill  **TOH XYZ**  Head – [●]Practice  **d** +65 6416 8121  **e** [exg.sdg@email.com](mailto:exg.sdg@email.com) | Office worker male with solid fill  **DOM ABC**  Co-Head – [●] Practice  **d** +65 6416 8023  **e** [sd.gg@email.com](mailto:sd.gg@wongpartnership.com) |

{lawyer\_contact\_card}

WongPartnership LLP (“the Firm”) is pleased to present our credentials to {client\_name} and look forward to working with you on this transaction.

We have included in this document details of the Firm's track record advising various clients on similar transactions, the profiles of our lawyers who will assist you on this engagement and our proposed fees.

The Firm offers you:

**An integrated team with the breadth of expertise**

**A proven track record**

**A commitment to outstanding client service**

Should you have any questions or require more information, please feel free to contact our Partners below.

|  |  |
| --- | --- |
| Office worker male with solid fill  **TOH XYZ**  Head – [●]Practice  **d** +65 6416 8121  **e** [exg.sdg@email.com](mailto:exg.sdg@wongpartnership.com) | Office worker male with solid fill  **DOM ABC**  Co-Head – [●] Practice  **d** +65 6416 8023  **e** [sd.gg@email.com](mailto:sd.gg@wongpartnership.com) |

{lawyer\_contact\_card}

[**Internal Note**: Placeholder only for any required form or document]

**OUR FIRM CREDENTIALS**

# ABOUT US

Headquartered in Singapore, WongPartnership is a market leader and one of the largest law firms in the country. Through our WPG regional law network, our clients benefit from unparalleled legal expertise and tailored solutions across Asia and the Middle East, encompassing key markets such as Abu Dhabi, China, Dubai, India, Indonesia, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Vietnam.

**Our Recognition**

# AWARDS & ACCOLADES

FIRM-WIDE

|  |  |  |
| --- | --- | --- |
| **Top Tier firm across**  **all practice areas** | **Consistently ranked**  **as one of the Top 100 Global Firms** | **Recognised as one of the Top 10 Asia-Pacific Law Firms** |

**FIRM INFORMATION**

|  |  |
| --- | --- |
| **Firm Name:** |  |
| **Head Office Address:** |  |
| **Telephone Number:** |  |
| **Fax Number:** |  |
| **E-mail Address:** |  |
| **Web Site:** |  |

**REGIONAL PRESENCE & GLOBAL NETWORK**

To demonstrate our regional presence and areas of deepening focus, we are pleased to provide an overview of our international practices, as well as member firms of WPG, a regional law network and our global alliances with international firms.

**OUR INTERNATIONAL PRACTICES**

**OUR GLOBAL NETWORK ALLIANCE**

# OUR PRACTICES

# {our\_practices}

The Firm's legal expertise is spread across our various practice areas below:

|  |  |
| --- | --- |
| **CORPORATE AND FINANCIAL SERVICES** | |
| * Antitrust & Competition | * Asset Management & Funds |
| * Banking & Finance | * Business Establishment |
| * Corporate Real Estate | * Debt Capital Markets |
| * Derivatives & Structured Products | * Equity Capital Markets |
| * Insurance | * Mergers & Acquisitions |
| * Private Equity | * Real Estate Investment Trusts |
| * WPGrow: Start-Up / Venture Capital | |
| **INTELLECTUAL PROPERTY, TECHNOLOGY & DATA** | |
| * Cyber Security | * Data Protection |
| * Intellectual Property | * Intellectual Property Disputes |
| * Technology & Media | * Telecommunications |
| **INTERNATIONAL PRACTICES** | |
| * China | * India |
| * Indonesia | * Malaysia |
| * Middle East | * Myanmar |
| * Philippines | * Thailand |
| * Vietnam | |
| **LITIGATION & DISPUTE RESOLUTION** | |
| * Asset Recovery & International Enforcement * Commercial & Corporate Disputes | * Banking & Financial Disputes * Commodities & International Trade Disputes |
| * International Arbitration | * Professional and Enterprise Disputes |
| * Restructuring & Insolvency | * Specialist & Private Client Disputes |
| **CONSTRUCTION GROUP** | |
| * Energy, Projects & Construction | * Infrastructure, Construction & Engineering |
| **REGULATORY** | |
| * Corporate Governance & Compliance | * Corporate & Regulatory Investigations |
| * Corporate Regulatory & Licensing | * Financial Services Regulatory |
| * White Collar & Enforcement |  |
| **SPECIALISED PRACTICES** | |
| * Employment | * FinTech |
| * Health Sciences & Biotechnology | * Private Credit |
| * Private Wealth | * Professional Services |
| * Special Situations Advisory | * Sustainability & Responsible Business |
| **TAX** | |

**AWARDS & ACCOLADES**

**{awards\_accolades}**

|  |
| --- |
| **Insert PG**   * **Insert Accolade or Ranking**   *Insert Legal Publication, Year*   * **Insert Accolade or Ranking**   *Insert Legal Publication, Year*   * **Insert Accolade or Ranking**   *Insert Legal Publication, Year* |
|  |
| **Insert PG**   * **Insert Accolade or Ranking**   *Insert Legal Publication, Year*   * **Insert Accolade or Ranking**   *Insert Legal Publication, Year*   * **Insert Accolade or Ranking**   *Insert Legal Publication, Year* |
|  |
| **Insert PG**   * **Insert Accolade or Ranking**   *Insert Legal Publication, Year*   * **Insert Accolade or Ranking**   *Insert Legal Publication, Year*   * **Insert Accolade or Ranking**   *Insert Legal Publication, Year* |
|  |

# OUR CLIENTS

Our {main\_practice\_area} industry clients include some of the largest and most prominent {main\_practice\_area} companies and {main\_practice\_area} intermediaries in Singapore. We also advise a number of international {main\_practice\_area} companies on {main\_practice\_area} regulations in Singapore.

A selection of our clients from the {main\_practice\_area} sector include the following companies:

| **Our** {main\_practice\_area} **Clients** | |
| --- | --- |
| * {previous\_client1} | * [●] |
| * {previous\_client2} |  |
|  |  |
|  |  |

Please note that the information provided is shared with you on a confidential basis and for the purposes of your review of our proposal only. You must not use, share or circulate this information without our prior written consent other than for the foregoing stated purposes for which we have made this available to you.

**{#show\_track\_record}**

**OUR Track Record** (Bullet List)

{our\_track\_record}

We have handled significant matters across our various practice areas.

The credentials of the practice areas that we consider to be the right fit to meet your legal service requirements include:

[*Relevant Pg* ]

A selection of our significant work includes advising on / acting for the following:

* [*Deal description 1*] [●]

[*Deal description 2*] [●]

[*Relevant Pg* ]

* [*Deal description 1*] [●]
* [*Deal description 2*] [●]

# OUR Track record (TABLE FORMAT)

To demonstrate our legal capabilities in relation to *{scope\_of\_work}*, set out in this section is a selection of the Firm's experience advising clients in Singapore and across the region.

[main\_practice\_area]

Our top-ranking [main\_pratice\_area][e.g.**Litigation and Dispute Resolution Group**] leads the market.

Our significant work includes acting for the following:

{client\_matter\_map}

|  |  |  |
| --- | --- | --- |
| ***[Client Name]*** | ***[Client Name]*** | ***[Client Name]*** |
| [Matter/Deal Write-ups] | [Matter/Deal Write-ups] | [Matter/Deal Write-ups] |
|  | | |
|  | | |

**{/show\_track\_record}**

# {#show\_highlights}

# OUR HIGHLIGHTS (Alternative)

A selection of our notable work in the area of {main\_practice\_area} includes advising / acting for:

{client\_matter\_map}

|  |  |  |
| --- | --- | --- |
| ***Mergers & Acquisition*** | ***Dispute Resolution*** | ***Dispute Resolution*** |

|  |  |  |
| --- | --- | --- |
| **[Client Name** and write-up**]** | **[Client Name** and write-up**]** | **[Client Name** and write-up**]** |
| ***[Practice Areas/Transaction Type]*** | ***[Practice Areas/Transaction Type]*** | ***[Practice Areas/Transaction Type]*** |

# 

# {/show\_highlights}

# OUR TEAM

# TEAM STRUCTURE & PROFILES

Our dedicated team is composed of the following {lead\_partners} from across {practice\_list}:

# {team\_map}

|  |
| --- |
| **Core Team** |
| Office worker male with solid fill  **XYZ**  Head – [practice area] |
| ***[Insert PG or Scope of Work Assigned]*** |
| Office worker male with solid fill  **MMM**  Joint Head – [practice area]  Partner – [practice area][ |
| ***[Insert PG or Scope of Work Assigned]*** |
| Office worker male with solid fill  **SSS**  Partner – [practice area] |
| ***[Insert PG or Scope of Work Assigned]*** |
| Office worker male with solid fill  **UUU**  Partner – [practice area][ |
| ***[Insert PG or Scope of Work Assigned]*** |

Our nominated core team will be supported by Associates under their guidance and supervision, as well as other Partners from various practice groups, if and when required.

Please refer to **Our Partners' Profiles** for their qualifications and track record.

# {partner\_profile\_map}

.

|  |  |
| --- | --- |
| Office worker male with solid fill | **DOM ABC**  **d** +65 6416 1234  **f** +65 6532 1111  **e** dom.abc@email.com  QUALIFICATIONS  National University of Singapore (LL.B., Hons.)  ADMISSIONS  Singapore Bar |
| [SAMPLE] PROFILE |  |

Dom ABC heads the [practice group] Practice.

**Relevant Experience:**

Significant transactions that Dom has been involved in include advising / acting for the following:

* [*Deal description 1*]
* [*Deal description 2*]
* [*Deal description 3*]

**Awards & Accolades:**

**Scope of work**

The scope of legal services to be covered under this engagement include the following:

* {scope\_of\_work\_list}

We have set out the scope of work based on the information we have been provided by [Insert Client ShortName].

**general assumptions**

Our fee proposal is based on the following assumptions:

1. [●]
2. Where we instruct other consultants, experts or foreign lawyers (in consultation with {client\_shortname}) on {client\_shortname}'s behalf, {client\_shortname} shall be responsible for the payment of their respective fees, expenses and charges, as the case may be.

**Disbursements**: In line with industry practice, all disbursements and costs incurred by us on your behalf will be borne by you.

**Payment Terms:** We shall raise interim bills for work done at regular intervals or at suitable milestone stages of a matter.

**APPENDICES**