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nida aslam
[COMPANY NAME]

Software Project Proposal

[Service Providing Company's Name]
[Name of Service Provider Representative]
[Work Address]

[Client Company's Name]
[Name of Client Representative]
[Work Address]

March 19, 2019

Dear [Name of Client Representative],

We would like to thank you for meeting with us and sharing your software project requirements for [Client Company's Name]. We have put together a Software project proposal for your approval. Please feel free to ask any questions.

Introduction
[Service Providing Company's Name] is an IT company which develops Software projects. We have been providing software solutions for the past [Number] years to multiple business sectors. Our company is based in the USA, but our services are provided worldwide. Our approach is to capture our client's business requirements and develop various customized software to meet their business needs.

Proposal for [Client Company's Name]

Overview
Today, every business in the world needs a dedicated software to run operations successfully and increase productivity. Data plays a major role in any organization. Our company ensures our customer for reliability and data security. With a fast growing business, it becomes extremely challenging to maintain the records of sales, inventory and taxes, manually. The software provides an automated system which works on a real time basis for companies. For any business, software is now a prerequisite to performing day-to-day tasks.

Scope

[Client's Business] is undoubtedly one of the most overwhelming businesses which involves a lot of processes that if done correctly, would ensure the smooth and profitable running of the business. We provide software solutions to help the owners, through automated tools, to run the business smoothly. This lessens the burden of the management and provides better sales and good customer service.

Technical Requirements

- **Operating system**: [Name of the Required Operating System]
- **Language**: [Name]
Hardware
- [List of Requirements]
Software
- [List of Requirements]

Timeline

The project will take approximately [Time Frame], from the date of confirmation.
The timeline and process steps are listed below:

> **First Step:** week [Number]
> **Data Analysis**
> In-depth analysis of the Data.
>
> **Second Step:** week [Number]
> **Demonstration**
> Create and show a demo of the outcome of the software.
>
> **Third Step:** week [Number]
> **Development**
> Software Coding is done.
>
> **Fourth Step:** week [Number]
> **Training**
> Staff training on how to run the software.
>
> **Fifth Step:** week [Number]
> **Deployment**
> Activating the system and re-training of the staff, if needed.
>
> **Sixth Step:** week [Number]
> **Support**
> Checking for any bugs and errors; see if any fixing needs to be done.

Payment Terms
Upon signing the proposal, [Percent Amount] % of the total payment must be deposited.

Pricing
Our fee for the whole project from the first step to the last one will be $[Total Fee Amount]. The breakdown is provided below:

SOFTWARE DEVELOPMENT	$ [amount]
LAUNCH AND SUPPORT	$ [amount]
TRAINING	$ [amount]

Warranty & Limitation of Liability

We provide a [Number] days warranty, from the date of acceptance of our software proposal. During this time, if the software malfunctions, or doesn't operate in any way, then we take the necessary steps to fix the issue and ensure that the Software operates according to the specifications. However, our services remain at your disposal for any future assistances.

Contact us

You can contact us with any of the following ways:

Phone: [Contact Number]
E-mail: [E-mail Address]
Fax: [Fax Number]
Website: [website Address]

We look forward to hearing from you.

Regards,
[Service Providing Company's name]