

SERVICE PROPOSAL TEMPLATE

Proposal Number: _____ Client ID: _____

Client Information:

Company / Individual Name: _____

Contact Person: _____

Address: _____

Phone / Email: _____

Service Provider Information:

Company Name: _____

Representative Name: _____

Address: _____

Phone / Email: _____

Proposal Summary:

This Service Proposal outlines the scope of work, pricing, terms, and conditions under which the Service Provider agrees to provide services to the Client. The services are described in detail below and are subject to the terms and conditions set forth herein.

Scope of Services:

The Service Provider will perform the following services for the Client:

- Detailed service 1 description
- Detailed service 2 description
- Detailed service 3 description
- Additional services as mutually agreed upon in writing.

Pricing and Payment Terms:

The total cost for the services will be \$ _____ USD. Payment shall be made as follows:

- Deposit amount: \$ _____ USD due upon acceptance of this Proposal.
- Balance amount: \$ _____ USD due upon completion of services or as otherwise agreed.
- Accepted payment methods include wire transfer, check, or credit card.

Term and Termination:

This Proposal is valid until acceptance by the Client. The term of the services shall commence upon acceptance and continue until completion unless terminated earlier as provided herein. Either party may terminate this agreement with written notice, subject to any applicable fees for services performed up to termination.

Responsibilities and Obligations:

Client agrees to provide access, information, and cooperation as necessary for the Service Provider to perform services.

Service Provider agrees to perform services in a professional and workmanlike manner consistent with industry standards.

Confidentiality:

Both parties agree to maintain the confidentiality of proprietary or sensitive information received during the course of this engagement and to use such information only for purposes of fulfilling their respective obligations herein.

Indemnification:

Each party agrees to indemnify, defend, and hold harmless the other party from and against any claims, liabilities, damages, or expenses resulting from negligence, willful misconduct, or breach of this Proposal by the indemnifying party.

Limitation of Liability:

To the maximum extent permitted by law, neither party shall be liable for any indirect, incidental, consequential, special, or punitive damages arising out of or related to this Proposal, even if advised of the possibility of such damages.

Governing Law and Dispute Resolution:

This Proposal shall be governed by and construed in accordance with the laws of the State of _____, without regard to conflict of law principles. Any disputes arising out of or relating to this Proposal shall be resolved in the state or federal courts located in _____ County, _____. The parties knowingly and voluntarily waive any right to a trial by jury in any such dispute.

Entire Agreement and Amendments:

This Proposal, together with any attached schedules or exhibits, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written. Amendments must be in writing and signed by both parties.

Signatures:

SERVICE PROVIDER SIGNATURE

CLIENT SIGNATURE

Signature: _____

Signature: _____

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