

REAL PRODUCT PREVIEW

Business Proposal Word Template

Editable proposal structure, scope, pricing, milestones, and sign-off sections.

- DOCX template
- Client-ready DOCX
- Editable sections

Cover, inner screenshots, and the sample PDF are generated from the product files used for sale.

Watermarked sample. Purchased product contains the clean downloadable files listed on the product page.

Actual file screenshot

TECH CRAFTS | Client-ready document sample

Business Proposal Word Template

Client-ready proposal pack for services, projects, consulting offers, and formal commercial submissions.

Field	Client-ready entry
Document owner	Name, role, email, and approval responsibility
Version control	Version, prepared date, review date, and decision status
How to use	Replace bracketed fields, remove unused rows, then save as a client-specific copy
Quality standard	Includes instructions, working tables, review checks, and sign-off fields

Proposal Control Sheet

Use this sheet to keep the proposal commercially controlled before it is shared with a client or internal approver.

Control field	Client-ready entry	Owner
Client legal name	[Client legal or trading name]	Proposal lead
Opportunity / project title	[Short project title]	Proposal lead
Proposal version	v1.0 / v1.1 / final	Document controller
Validity date	[dd-mm-yyyy]	Commercial owner
Commercial decision	Draft / submitted / won / lost	Sales owner

Executive Summary

Write this last. Keep it buyer-centred and focused on the practical outcome, not only the service description.

Client situation: describe the current issue, missed opportunity, or operational pressure in plain language.

Recommended solution: summarise what will be delivered and why this is the right approach.

Expected value: state the measurable or observable benefit, such as time saved, risk reduced, better reporting, or faster execution.

Decision request: explain exactly what approval is needed and by when.

Scope of Work



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Separate included deliverables from exclusions so the proposal can become a practical working agreement.

Deliverable	Description	Included	Acceptance check
Discovery and requirements	Review goals, source material, constraints, and...	Yes	Requirements confirmed in writing
Draft solution or document pack	Prepare the agreed document, workbook, pla...	Yes	Draft shared for review
Revision cycle	One structured revision based on consolidated...	Yes	Feedback log closed
Training or handover	Walkthrough call, guide, or notes if required	Optional	Handover notes delivered
Out-of-scope work	Extra formats, extra stakeholders, legal revie...	No	Separate approval required

Timeline and Responsibilities

Phase	Provider responsibility	Client responsibility	Target timing
Kick-off	Confirm scope, working method, and...	Provide source files and decision-maker access	Week 1
Build	Prepare draft deliverables and document...	Answer clarification questions within agreed...	Week 1-2
Review	Apply consolidated feedback and control...	Provide one consolidated review note	Week 2
Finalisation	Prepare final files and handover notes	Approve final version or list open decisions	Week 3

Pricing and Commercial Terms

Line item	Fee / basis	Assumption	Approval status
Core delivery	[PKR amount or quoted fee]	Scope listed above	Pending approval
Optional support	[Hourly or package rate]	Only used after written approval	Optional
Payment term	[Advance / milestone / completion]	Manual payment confirmation applies	To confirm

Final Review Checklist
 Check that client name, price, scope, validity date, and contact details are correct.
 Remove unused rows and examples before sending to a client.
 Save a PDF copy for issue and keep the editable source file as the working master.
 Record client approval, payment status, and next action in the project register.

Approval Sign-off

Watermarked buyer sample - final purchased file is clean and editable/readable according to the product format.



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Role	Name	Signature / approval note	Date
Client approver			
Provider representative			
Finance / commercial approval			

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