[business name]

BUSINESS Proposal

[Add a project title or specific type of business proposal.]

Date of submission: [Enter a date]

****

[Your Company Name]

[Your Company Address]

[City, State, Postcode]

[Country]

[Your Email Address]

[Your Phone Number]

[Your website]

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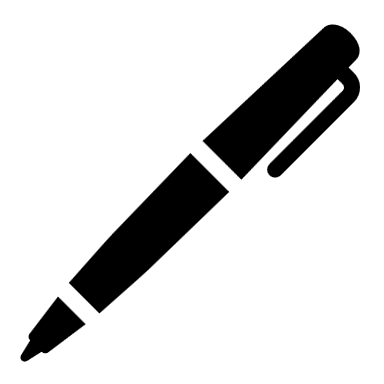
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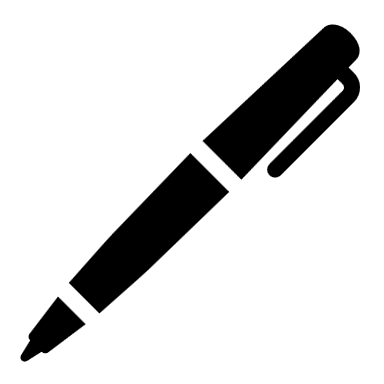
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# Executive Summary



[Add a concise overview that highlights your proposal’s main points, objectives, benefits, and value. Capture your reader's attention with a snapshot of your proposal’s most compelling aspects. This will encourage people to continue reading.]

# Introduction

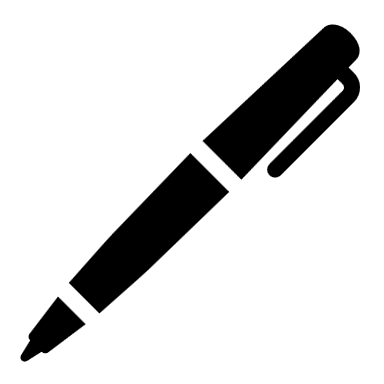


[Add background information about your business, including its mission, values, and relevant experience. Include details of your company structure and company registration, if applicable. Clearly state the problem or opportunity your proposal aims to address, setting the context for the rest of the document.]

Key Company details

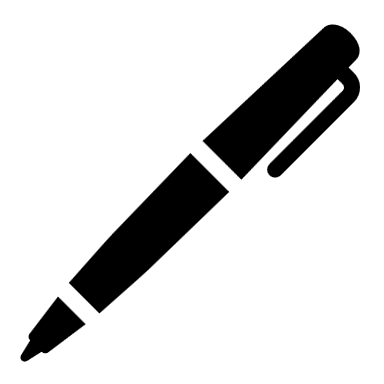
|  |  |
| --- | --- |
| **Company Name** | [Add your company name] |
| **Business Structure** | Choose an item. |
| **Australian Business Number (ABN)** | [Add your ABN, if applicable] |
| **Australian Company Number (ACN)** | [Add your ACN, if applicable] |
| **Date Business Registered** | [Enter a date] |
| **State Business Registered** | [Add the State your business is registered in] |

# Needs Assessment



[Add a definition of the problem or opportunity that your proposal addresses. Provide evidence or data to support the existence of the problem or need. Explain why it’s important and how it affects the recipient of your business proposal.]

# Proposed Solution

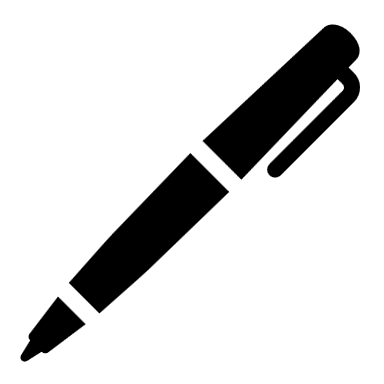


[Describe how your proposal will address the problem or meet the needs of the recipient. ]

KEY POINTS OUR PROPOSAL COVERS

|  |  |
| --- | --- |
| THE NEED/PROBLEM/OPPORTUNITY |  |
| OUR SOLUTION |  |

# Approach

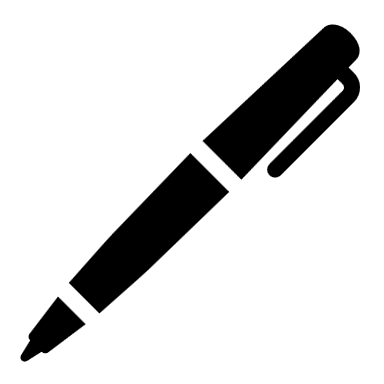


[Add an explanation of the approach or methods you will use to address the problem or achieve the objectives. Detail the steps and processes you plan to use. Include tools and technologies, if applicable.]

OUR PLANNED APPROACH

|  |  |
| --- | --- |
| Plan | Description |
| Step 1 | [Add description] |
| Step 2 | [Add description] |
| Step 3 | [Add description] |

# Scope of Work



[Add a clear definition of what you will deliver. State the specific goals and objectives of the proposal.   
List specific tasks, activities, milestones, and deliverables. Provide a timeline or schedule, if applicable.   
Include desired outcomes and results that are measurable. Note any limitations or exclusions.]

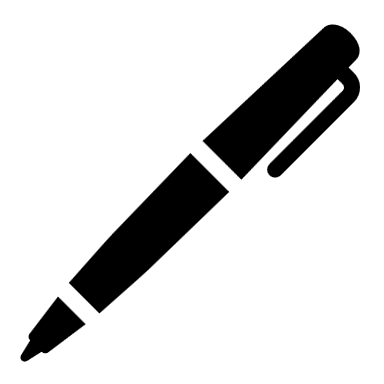
KEY DELIVERABLES

|  |  |
| --- | --- |
| Deliverable | Description |
| [Add deliverable] | [Add description of deliverable] |
| [Add deliverable] | [Add description of deliverable] |
| [Add deliverable] | [Add description of deliverable] |

KEY Dates

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Duration | Start Date | End Date |
| [Add description] | [Add duration] | [Select date] | [Select date] |
| [Add description] | [Add duration] | [Select date] | [Select date] |
| [Add description] | [Add duration] | [Select date] | [Select date] |

# Risk Analysis

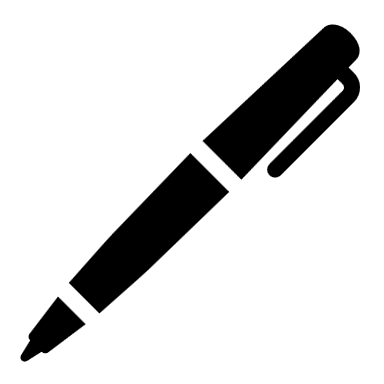


[Add any potential risks and challenges associated with your proposal that you have identified. Provide risk management strategies or mitigation plans.]

RISK ASSESSMENT

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Likelihood | Impact | Risk Mitigation/Management Strategy |
| [Add risk] | Choose an item. | Choose an item. | [Describe what you will do to reduce/manage the risk] |
| [Add risk] | Choose an item. | Choose an item. | [Describe what you will do to reduce/manage the risk] |
| [Add risk] | Choose an item. | Choose an item. | [Describe what you will do to reduce/manage the risk] |

# Budget

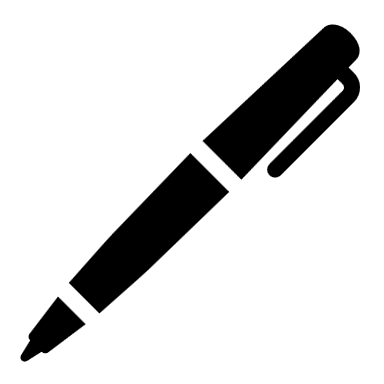


[Add a detailed breakdown of the estimated costs involved. Include pricing for each component or service, including labour and materials. Highlight any specific terms and conditions or payment structures. If seeking funding or investment, clearly state the amount of funding required.

ESTIMATED COSTS

|  |  |
| --- | --- |
| Item Description | Amount |
| [Add item] | [Add amount] |
| [Add item] | [Add amount] |
| [Add item] | [Add amount] |
| [Add item] | [Add amount] |
| [Add item] | [Add amount] |
| [Add item] | [Add amount] |
| TOTAL | **[Add amount]** |

# Evaluation and Measurement

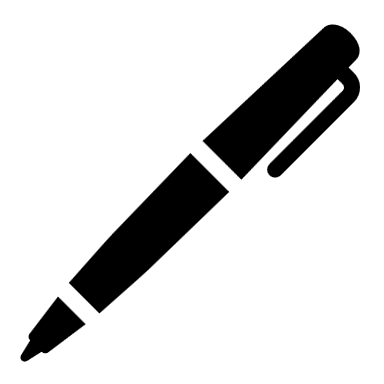


[Add a description of the methods you will use to evaluate the success or effectiveness of your proposal. Identify any metrics or key performance indicators (KPIs) that will be used to measure success.]

EXPECTED RESULTS

|  |  |
| --- | --- |
| Description | Measurement |
| [Add description of expected result] | [Add measurement, i.e., number of sales/customers] |
| [Add description of expected result] | [Add measurement, i.e., number of sales/customers] |
| [Add description of expected result] | [Add measurement, i.e., number of sales/customers] |

# Qualifications



[Add detail on your company's expertise, qualifications, and relevant experience. Highlight key team members and their credentials.]

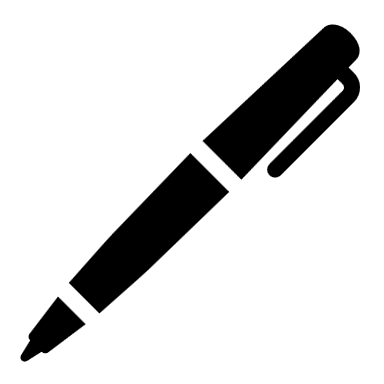
KEY PEOPLE

|  |  |
| --- | --- |
| **Name** | [Add person’s name] |
| **Position** | [Add person’s position in company] |
| **Skills** | [Add person’s skills and value brings to project/proposal] |

|  |  |
| --- | --- |
| **Name** | [Add person’s name] |
| **Position** | [Add person’s position in company] |
| **Skills** | [Add person’s skills and value brings to project/proposal] |

|  |  |
| --- | --- |
| **Name** | [Add person’s name] |
| **Position** | [Add person’s position in company] |
| **Skills** | [Add person’s skills and value brings to project/proposal] |

# Portfolio



[Add examples of previous work, if applicable. Explain how your past projects or solutions have benefited clients.]

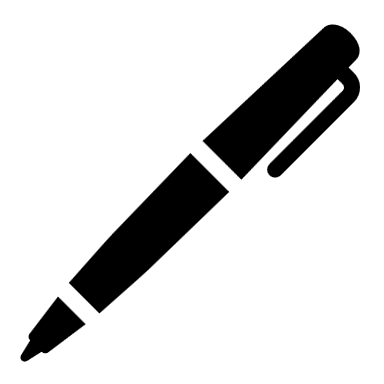
our success stories

|  |  |
| --- | --- |
| Client/Project | Outcome |
| [Add name of client/project | [Add how your work contributed to a successful outcome] |

|  |  |
| --- | --- |
| Client/Project | Outcome |
| [Add name of client/project | [Add how your work contributed to a successful outcome] |

|  |  |
| --- | --- |
| Client/Project | Outcome |
| [Add name of client/project | [Add how your work contributed to a successful outcome] |

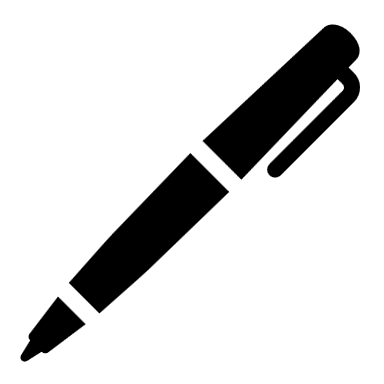
# Benefit Statement

[Add a clear statement to the reader about how they will benefit from your business proposal. Call attention to any unique value your proposal offers.

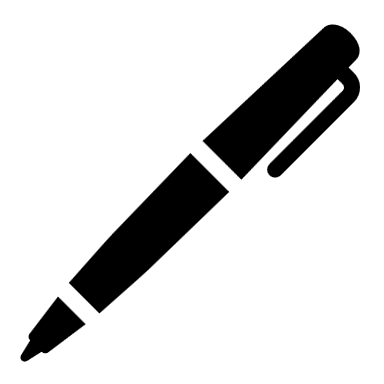
KEY BENEFITS OF OUR PROPOSAL

|  |  |
| --- | --- |
| **Sales** | [Add the benefits/value to your proposal recipient] |
| **Technical** | [Add the benefits/value to your proposal recipient] |
| **Competitive Advantage** | [Add the benefits/value to your proposal recipient] |
| **Other Benefits** | [Add the benefits/value to your proposal recipient] |

# Conclusion

[Add a summary of the main points of your business proposal. Reinforce the benefits and value of your solution. Leave your reader with a compelling call to action - state what you want the reader to do next and how you can be contacted.]

# Appendices

   
[Add any additional supporting documents. This might include charts, graphs, testimonials, or legal documents that support your proposal.]

supporting documents attached

Business Licences

Financial Statements

Market Research

Key Staff CVs

References