

[Business Logo]

BUSINESS PROPOSAL

[Proposal Title]

PREPARED FOR

[Customer Name]

DATE
[Date]

PREPARED BY

[Business Name]

CONTACT
[Phone] | [Email]

Executive summary

[Executive Summary]

Client need

[Problem]

Proposed solution

[Proposed Solution]

Scope of work

[Scope of Work]

Deliverables

[Deliverables]

MILESTONE	START	END
[Milestone 1]	[Start Date]	[End Date]
[Milestone 2]	[Start Date]	[End Date]
[Milestone 3]	[Start Date]	[End Date]

DESCRIPTION	PRICE
[Pricing Item]	₺[Amount]
[Pricing Item]	₺[Amount]
[Pricing Item]	₺[Amount]
TOTAL INVESTMENT	₺[Total]

Payment terms

[Payment Terms]

Assumptions and exclusions

[Assumptions]
[Exclusions]

Next steps

[Next Steps]

Notes

[Notes]

By signing below, both parties acknowledge the scope and commercial terms in this proposal.

CUSTOMER ACCEPTANCE [Customer Name]	BUSINESS AUTHORIZATION [Business Name]
[Customer Signature] Date: [Date]	[Authorized Signature] Date: [Date]

How to use this template

A short checklist for completing your business proposal.

1. Replace every bracketed placeholder and remove any sections that do not apply.
2. Review the scope, deliverables, timeline, pricing, totals, and dates.
3. Confirm payment terms, assumptions, exclusions, and acceptance details.
4. Save the approved proposal as PDF and keep a copy for your records.

IMPORTANT

Adapt this template to your business needs. This resource is educational and does not replace legal, tax, accounting, financial, or regulatory advice.