




How to use this template

1. Click **File** > **Make a copy**.
2. Type a new document name.
3. Click **OK**.
4. Go to Google Drive (drive.google.com) to find your template copy.

New to Google Docs?

Writing in Docs is similar to writing in other text editing tools. Give the following a try:

- Write—Click in the page and start typing.
- Share—Click . Add a friend's email address, then choose to let them:
 -  Edit together in real time.
 -  Make comments and suggestions.
 -  See your work.
- See past versions and others' changes—Click **File** > **Version history** > **See version history**.
- Email a copy—Click **File** > **Email as attachment** and choose a file type.
- Print—Click **File** > **Print**.

Need help? See [Get started with Google Docs](#).

Want more training resources? Get tips, cheat sheets, tutorials, and more at the G Suite Learning Center (gsuite.google.com/learning-center).

Proposal Name

Date

Client Name

Street Name, Building #

City, State, Zip

Date

COMPANY NAME

www.website.com

+1 123.456.7890

This is not a legally binding document.

Version

Proposal of Work

This document serves as the mutual agreement between [Client Name] and [Company Name] for activities covered in the project. The project will begin once this scope has been signed.

Project Deliverables	Timeframe	Cost
[Service Performed] [Description of service]	[00 weeks]	[\$00,000]
[Service Performed] [Description of service]	[00 weeks]	[\$00,000]

Comments

Estimates are based on [00 weeks] of support, through [date of end of project].
[Company Name] retains the right to feature the project work in our portfolio.

Payment Terms

[00%] of payment will be invoiced at the start of the engagement, and the remaining [00%] will be invoiced on [date for expected midpoint of project].

Signatures

Client

Date:

Company Name

Date:

COMPANY NAME

www.website.com

+1 123.456.7890

This is not a legally binding document.