

Business Plan & Business Proposal Editable Template

Your Quick-Start Template to Plan Smart and Pitch Confidently

Section 1: Business Plan Template

Purpose: To map out your business goals, strategies, and financial direction.

How to use: Fill in the blanks, customise according to your industry, and revisit every few months as your business grows.

1. Business Overview

What's your business about?

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👉 _____

2. Goals & Objectives

What do you want to achieve in the next 6–12 months?

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👉 _____

3. Target Market

Who are your customers and what problem are you solving for them?

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👉 _____

4. Revenue Model

How does your business make money?

👉 _____

👉 _____

5. Marketing & Sales Plan

How will you attract and retain customers?

👉 _____

👉 _____

Part 2: Business Proposal Template

Purpose: To pitch your product, service, or idea to a potential client or investor.

How to use: Fill the blanks with your project details and customise it for each new client.

1. Project Introduction

Summarise what you're proposing and why it matters.

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👉 _____

2. Client's Problem

What's the main issue or need you're addressing?

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👉 _____

3. Your Solution

How will you solve the problem? Outline your approach or process.

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👉 _____

4. Deliverables & Timeline

What will you deliver and when?

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5. Pricing & Terms

Be transparent and professional about costs, payment terms, and scope.

👉 _____

👉 _____

6. About You / Your Company

Highlight your experience, strengths, or success stories.




