PROJECT PROPOSAL

[PROJECT NAME]

[A clear one sentence description of the proposal and its intended outcome.]

PREPARED FOR [CLIENT OR PARTNER]

[NAME SURNAME] / [ROLE] [DATE] / [REFERENCE]



CONCEPT
IMAGERY / 01

01 / PROJECT BRIEF

Purpose and scope

[Summarise the need, the proposed response and the decision required. Make the recommendation clear before adding background.]

Context

[Describe the project, location and business use. Explain why the project is being considered and which constraints shape the brief.]

Objectives

[Set out the outcomes the proposal must achieve. Use measurable criteria where an agreed measure exists.]

PROJECT INFORMATION	CONFIRMED DETAIL
Location	[ADDRESS OR SITE]
Intended use	[PRODUCTION / WAREHOUSE / OTHER]
Required area	[AREA AND UNIT]
Target availability	[DATE OR PERIOD]
Decision maker	[NAME AND ROLE]

Basis of the proposal

[List the documents, specifications and assumptions that define this proposal. Identify any item that needs confirmation.]



CONCEPT IMAGERY / 02

02 / DELIVERY

Work and responsibilities

[Describe what is included, who is responsible and what the recipient receives at each stage.]

NO	DELIVERABLE	OWNER	TIMING
01	[BRIEF AND REQUIREMENTS]	[OWNER]	[PERIOD]
02	[DESIGN OR AGREED SCOPE]	[OWNER]	[PERIOD]
03	[IMPLEMENTATION]	[OWNER]	[PERIOD]
04	[HANDOVER AND ACCEPTANCE]	[OWNER]	[PERIOD]

Included work

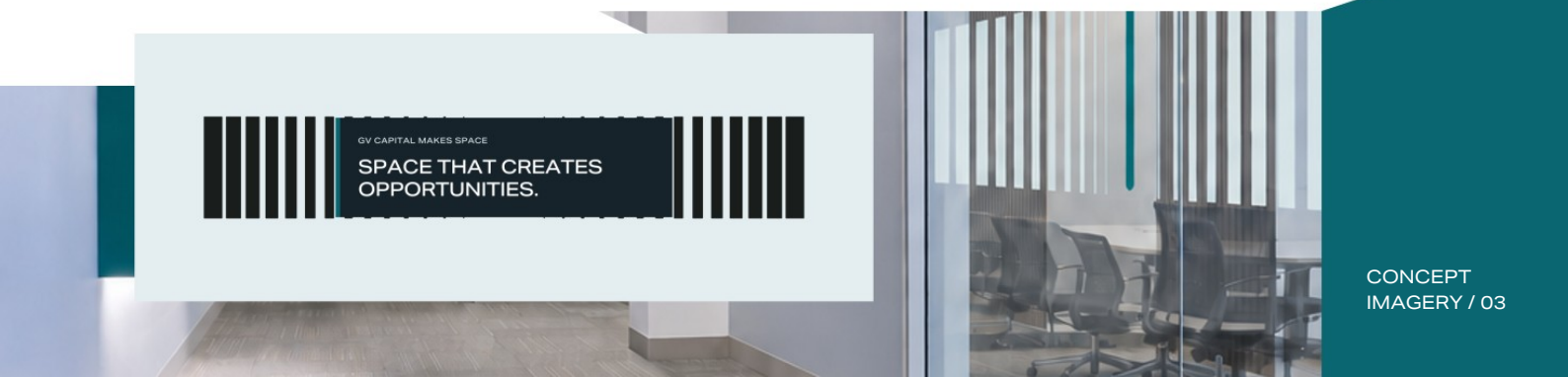
[Describe the services, deliverables or property specification included in the proposal. Use precise quantities and definitions.]

Dependencies

[Record approvals, information or access required from other parties. State how each dependency affects timing.]

Excluded work

[List items outside this proposal so that the commercial and delivery boundaries are explicit.]



CONCEPT IMAGERY / 03

03 / COMMERCIAL FRAMEWORK

Terms and conditions

[Summarise the commercial basis. All amounts, currency, taxes and payment triggers must match the agreed offer.]

ITEM	BASIS	AMOUNT
[ITEM 01]	[QUANTITY / UNIT]	[CURRENCY / AMOUNT]
[ITEM 02]	[QUANTITY / UNIT]	[CURRENCY / AMOUNT]
Tax	[INCLUDED / EXCLUDED]	[CURRENCY / AMOUNT]
Total	[PAYMENT BASIS]	[CURRENCY / AMOUNT]

Payment

[State payment dates or milestones, the invoicing process and the conditions for each payment.]

Validity and changes

[State the validity period and how changes to scope, cost or timing will be agreed.]

Key conditions

[Insert the applicable conditions and attach the agreed contractual terms. Replace this section with reviewed project specific language before issue.]



CONCEPT IMAGERY / 04

04 / CONFIRMATION

Next steps

[State the decision requested and the date by which a response is needed.]

Before work begins

[Confirm the final scope, terms, contacts and outstanding information. Record the start date only when the relevant approvals are in place.]

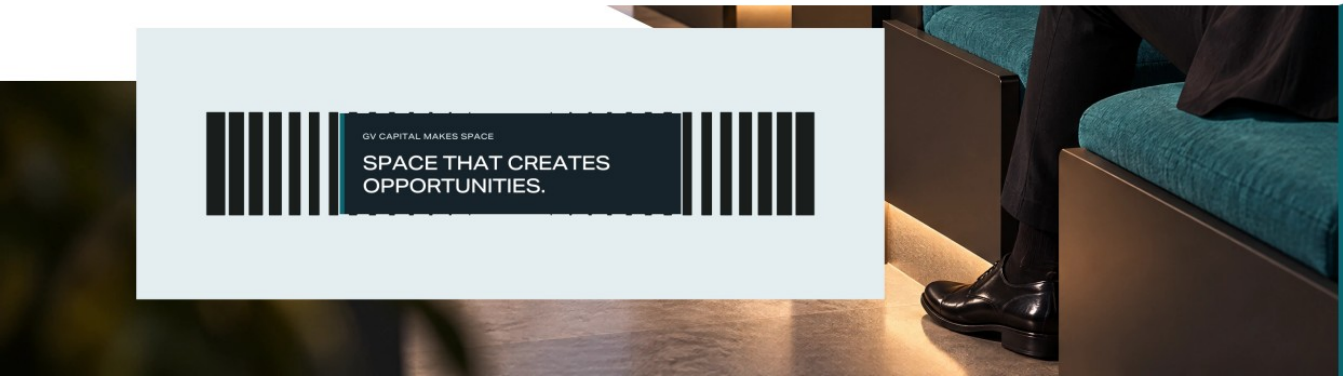
ACTION	RESPONSIBLE PERSON	DUE DATE
[CONFIRM SCOPE]	[NAME]	[DATE]
[CONFIRM TERMS]	[NAME]	[DATE]
[AUTHORISE START]	[NAME]	[DATE]

Project contact

[NAME SURNAME]
[JOB TITLE]

[EMAIL] / [PHONE]

[APPROVAL OR SIGNATURE FIELD]



CONCEPT IMAGERY / 05