

Service Proposal Agreement

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to submit this service proposal agreement for your review. This agreement outlines the terms and conditions under which we will provide services to [Client's Company Name].

Scope of Services

We propose to provide the following services:

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]

Duration of Agreement

This agreement will commence on [Start Date] and will continue until [End Date], unless terminated earlier in accordance with the terms set forth herein.

Payment Terms

The total fee for the services will be [Total Fee]. Payment will be made as follows:

- [Payment Terms]

Acceptance

If you agree to the terms outlined in this proposal, please sign and return a copy of this agreement by [Due Date].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Client's Signature]

[Client's Name]

[Client's Title]

[Date]