

Business Proposal Terms and Conditions

Date: [Insert Date]

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to present this business proposal outlining the terms and conditions for our engagement. The following outlines the scope, expectations, and deliverables of our business relationship:

1. Scope of Work

[Describe the services to be provided in detail]

2. Timeline

[Include project milestones and deadlines]

3. Compensation

[Detail payment terms, amounts, and schedule]

4. Confidentiality

[Outline confidentiality obligations]

5. Termination

[Specify the conditions under which either party may terminate the agreement]

6. Governing Law

[Indicate the governing law for the agreement]

Please sign and return a copy of this letter to indicate your acceptance of these terms. We are looking forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Accepted by: _____

[Client's Name]

Date: _____