

Business Proposal Terms and Conditions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Subject: Proposal for Project Collaboration

Dear [Recipient's Name],

We are pleased to present our proposal for collaboration on [Project Name]. This document outlines the terms and conditions under which our collaboration will operate.

1. Objectives

The primary objective of this collaboration is to [insert objectives].

2. Responsibilities

Both parties agree to fulfill the following responsibilities:

- [Your Company] will be responsible for [insert responsibilities].
- [Recipient's Company] will be responsible for [insert responsibilities].

3. Duration

This agreement will commence on [start date] and will continue until [end date], unless terminated earlier by either party with [notice period] notice.

4. Compensation

Details regarding compensation and billing are as follows:

[Insert compensation terms]

5. Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary or sensitive information exchanged during this project.

6. Termination

This agreement may be terminated by either party under the following conditions: [insert conditions].

7. Governing Law

This agreement shall be governed by the laws of [insert governing law jurisdiction].

Acceptance

Please indicate your acceptance of these terms and conditions by signing below.

[Your Name]

[Your Title]

[Your Company]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

Thank you for considering this proposal. We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]