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Proposal
[Insert Product Type(s)]

Client Company: _____ Date: _____

Client Contact: _____

Thank you for your interest in selecting [insert company name] to provide [insert description of product type(s)]. Per your request, we are pleased to submit the following quote:

[Insert Product Name]
[Product description – pull details from catalog, website or other sales materials, being sure to include relevant details such as size, intended use, any relevant limitations, etc.]

- Price: [insert price]
- Quantity discount: [insert details about price breaks for various quantity orders (if relevant)]
- Special requirements: [minimum order, lead time required, etc. (if relevant)]

[Insert Product Name]
[Product description – pull details from catalog, website or other sales materials, being sure to include relevant details such as size, intended use, any relevant limitations, etc.]

- Price: [insert price]
- Quantity discount: [insert details about price breaks for various quantity orders (if relevant)]
- Special requirements: [minimum order, lead time required, etc. (if relevant)]

[Insert Product Name]
[Product description – pull details from catalog, website or other sales materials, being sure to include relevant details such as size, intended use, any relevant limitations, etc.]

- Price: [insert price]
- Quantity discount: [insert details about price breaks for various quantity orders (if relevant)]
- Special requirements: [minimum order, lead time required, etc. (if relevant)]

Proposal pricing is valid for 30 days from date above.

Note:
This is not an all-inclusive list of available products, but rather a proposal prepared based on [specify the nature of the current request, such as 'RFP #555' or your telephone inquiry of 3-8-17']. Additional items are available. Please contact us for a proposal for other [type of items available] you may need.

Terms: [Specify applicable payment terms (such as net 30, due upon receipt, deposit required, etc.)]

Ordering instructions: To order, please [specify how they should place their order (which may require calling or emailing an individual, placing an order via the company website, etc. Be sure to include thorough instructions)].

Submitted by:

[Insert name and contact details of sales representative submitting proposal]