Ashford Business Services Ltd

Sales Proposal Template

Putting a sales proposal to a client in writing: their needs, the solution offered, the price, the terms, and a place to accept.

Document	Sales Proposal Template
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Proposal introduction

Dear Client contact,

Thank you for the opportunity to propose a solution for Harborne Retail Group Ltd. Ashford Business Services Ltd proposes Proposed solution.

This proposal is dated 9 November 2026 and remains valid until Proposal valid until.

Client needs and proposed solution

Field	Entry
Client company	Harborne Retail Group Ltd
Client contact	Client contact
Needs identified	
Proposed solution	Proposed solution
What is included	
What is excluded	

Scope of work

1. Confirm the scope in writing with Client contact before work starts.
2. Deliver each item in the agreed scope in the order listed.
3. Record any change to scope in writing and agree its effect on price and timescale before proceeding.

Pricing and terms

Item	Description	Price

Ashford Business Services Ltd

Total proposal value	Total of all items listed above	£45.00

Field	Entry
Payment terms	£45.00
Proposal valid until	Proposal valid until

Acceptance

Field	Entry
Accepted by (client name)	
Client signature and date	
Accepted by (Ashford Business Services Ltd)	
Start date agreed	
Acceptance notes	

Completion checklist

	The client company (Harborne Retail Group Ltd) and contact (Client contact) are named on the proposal.
	The total value (£120.00) matches the sum of the pricing table.
	Payment terms (£120.00) and the validity date (Proposal valid until) are stated.