

<YOUR COMPANY> PROPOSAL FOR SERVICES

For Independent Contractors

1 *[The proposal for services is at the heart of an independent contractor's sales tool kit. It combines key company information, your unique selling proposition, and your knowledge of a client's needs and wants into a single document that can also serve as a basis for contract negotiations.]*

Use this sample proposal as an outline for developing your own.

To delete any shaded tips (like this one), just click the tip text and then press the spacebar.

The sample content throughout this proposal includes placeholder content for you to replace with your own. All placeholder text is surrounded by angle brackets (< >).]

OVERVIEW

1 *[Use the overview to provide a brief summary of the reason for the proposal, and how you can best support the client's needs. You can expand on this summary throughout the rest of the proposal.]*

<Your Company> is pleased to submit this proposal for services to support <Client's Company> in achieving its goals for improving customer satisfaction by <providing training and post-sales support for its new order entry and fulfillment system. We have partnered with dozens of small businesses throughout the Northeast—businesses committed to improving the customer experience through convenience, accuracy of orders, and timely delivery.>

The Objective

1 *[Include a purpose statement that covers the problem and the key theme around your solution. Restate the client's needs as determined by reading their RFP or your previous interview process.]*

- <Need #1: improve response time for customer questions >
- <Need #2: improve upon weaknesses in upsell/cross-sell volumes>
- <Need #3: rapid training for staff on new system>

The Opportunity

1 *[Include major points and identify the opportunity. Restate the client's project goals you identified previously (such as via RFP, interview, etc.)]*

- <Goal #1: Train all CSRs on new system within 6 weeks of go-live date>
- <Goal #2: Integrate sales training with functional training on new system>
- <Goal #3: Monitor sales volume, return rates, and key satisfaction metrics for 6 weeks following training>