**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12205&utm_source=template-word&utm_medium=content&utm_campaign=Blank+IT+Consulting+Proposal-word-12205&lpa=Blank+IT+Consulting+Proposal+word+12205)Microsoft Word IT Consulting   
Proposal Template**

IT Consulting Proposal

|  |  |
| --- | --- |
| Submitted By | |
| Client Name |  |
| Company Name |  |

|  |  |
| --- | --- |
| Submitted To | |
| Client Name |  |
| Company Name |  |

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Introduction & IT Assessment

*Introduce the consulting company and explain the client’s IT challenges and areas that need improvement.*

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| --- |
| Description |

Services & Technology

*Describe the services provided as part of the IT consultancy.*

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| Description |

Project Goals and Objectives

|  |
| --- |
| Description |

IT Needs

*List the results the consulting company will deliver.*

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| Description |

Deliverables and Testing

|  |  |
| --- | --- |
| Deliverables | Testing |
|  |  |
|  |  |
|  |  |

Our Recommendations

*Explain the recommendations to meet the goals.*

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| Description |

Project Timeline

|  |  |  |
| --- | --- | --- |
| Phase | Description | Duration |
|  |  |  |
|  |  |  |
|  |  |  |

Your Investment

*Break down the cost and provide the total.*

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| Description |

Why Choose Us?

*Explain why your company is the best fit for the project. List team members who will work on the project and their qualifications.*

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| --- |
| Description |

Next Steps

|  |
| --- |
| Description |

Terms and Conditions

|  |
| --- |
| Description |



Contact

Information

|  |  |
| --- | --- |
| Company Name |  |
| Point of Contact |  |
| Email |  |
| Phone |  |

|  |
| --- |
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