



PROPOSAL KIT SAMPLE

Software Automation Sample Proposal

Scroll down to read the first part of this sample. When purchased, the complete sample is 14 pages long and is written using these Proposal Pack chapters:

Cover Letter, Title Page, Table of Contents, Non-Disclosure Form (Short Version), Executive Summary, Cost Summary, Client Operations, Benefits, Modifications, Production Schedule, Project Management, Contract and Terms, Back Page

This sample was created using **Proposal Pack Software #1**. In the retail Proposal Pack you get the entire collection of samples (including this one) plus thousands of editable templates for creating an unlimited variety of custom proposals and other business documents.

[Click here to purchase Proposal Pack Software #1](#)

The sample below **does not** include all of the sample's content. The complete version is included in every retail Proposal Pack product and must be purchased to see the rest of the content and to get the editable Word format version.

Read this article for more help - [How to Write an Information Technology Business Proposal](#)

Thomas Johansons, Ph.D.
Investigator
Investigative Analysis, LLC
P.O. Box 3314
Riverview, FL 33568

Mr. Johansons,

Thank you for taking the time to work with us to determine your technology needs last week. I know that your business office process-serving software has been a high priority problem for you. I am pleased to propose a cost-effective solution that will maximize your office automation needs.

iGuide Media will be available to start work on this project as soon as possible. We pride ourselves in providing our clients with a professional service, guaranteed accuracy, and the highest level of confidentiality.

Your attached cost summary is based upon your current needs and can be adjusted as we customize your services.

I look forward to discussing your project with you in more detail shortly.

Please contact me directly any time you have additional questions or requests.

Sincerely,

Brian Noon
President
iGuide Media
813-298-0485
bnoon@iguidemedia.com
www.iguidemedia.com



Project

Process Server Automation Solution

Prepared for: Thomas Johansons, Ph.D.
Investigator

Prepared by: Brian Noon
President





Table of Contents

Non-Disclosure Form.....	4
Executive Summary	5
Client Operations	6
Cost Summary.....	7
Contract and Terms	8
Modifications.....	10
Benefits	11
Project Management.....	12
Production Schedule.....	13





Non-Disclosure Form

iGuide Media
12027 Vermillion Way
Riverview, FL 33569

THIS AGREEMENT is made on this day 4/7/20XX, by and between iGuide Media (hereafter referred to as “Company”) and Investigative Analysis, LLC (hereafter referred to as “Customer”).

I agree that the information I am requesting from the Company is confidential, proprietary and may contain trade secrets. I understand that it will be provided in confidence. I agree not to disclose this information to any third parties and that my obligation of confidentiality shall extend for a period of three (3) years from the date of disclosure by the Company.

For illustration purposes, the full text of the non-disclosure contract has been removed. See the Proposal Pack template Non-Disclosure (NDLSHORT.docx) for the full text of the contract.

Each party represents and warrants that, on the date first written above, that they are authorized to enter into this Agreement in entirety and duly bind their respective principals by their signature below:

EXECUTED as of the date first written above.

Investigative Analysis, LLC

By: _____

Title: _____

Date signed: _____

iGuide Media

By: _____

Title: _____

Date signed: _____



Executive Summary

The Objective...

Investigative Analysis, LLC, is in need of Process Server Automation software to take over for an existing framework. The new software system will expand and integrate all current office automation functions.

- Office Automation Solution : Investigative Analysis, LLC, needs a database program to effectively manage the process server business.
- Client Services : Investigative Analysis, LLC, wants to better serve its clients.

The Goals...

- Investigative Analysis, LLC, is a privately owned organization that requires cost-effective office automation and web services.
The goals of iGuide Media are to:
- Provide solutions for office automation tasks with the ability to easily add new features.
- Provide a framework to process papers at a lower cost than possible for those currently being processed by existing system.
- Improve functionality of the office automation solution.

The Solution...

iGuide Media specializes in technology solutions for all types of small businesses. We offer expertise in the utilization of technology for business automation in a cost-effective manner.

We will provide an office automation package to include:

- All functions of current system
- New communication tools for clients and business associates
- Data Integrity and backup capabilities
- A secure computing environment

Web services will include:

- Internet hosting of solution
- Account management
- New secure web site design
- Search engine optimization
- Search engine marketing to all major search engines
- Statistical analysis reporting for measuring web metrics
- Business e-mail accounts



Client Operations

Investigative Analysis, LLC, is a privately owned and operated investigative services office with independent agents across the United States. Investigative Analysis, LLC offers professional quality services performed by highly trained and experienced professionals. The company has several years of experience offering a wide range of investigative services to insurance companies, law firms, and major corporations. However, the lack of an upgradeable office automation solution has led to lost productivity and missed opportunities.

Once iGuide Media is responsible for all office automation tasks, the owner of Investigative Analysis, LLC will be better able to meet the demands of his business and focus more on growing the business. Our system will provide the following benefits:

- **Increased Productivity**

Improve productivity and profitability with new communication tools.

- **Extensible Configuration**

Easily add new features and upgrade the office automation solution.

- **Exposure**

Increase public awareness of business through Internet marketing efforts.



Cost Summary

Development Costs	Qty	Amount
Project Development	26	\$2,600.00
License Fees	1	\$0.00
Equipment Costs	1	\$0.00
Total Development Costs:		\$2,600.00
Ongoing Yearly Costs		
Security Certificate		\$229.00
Total Ongoing Yearly Costs:		\$229.00
Ongoing Monthly Costs		
Hosting of Office Automation Solution		\$20.00
Dedicated IP Address		\$10.00
Telephone and E-mail Support		Included
Search Engine Marketing		Included
Web Analysis Reporting		Included
Total Ongoing Monthly Costs:		\$30.00
Miscellaneous Costs		
Training		Included
Total Miscellaneous Costs:		Included
	Total Amount	\$2,600.00
	Total Monthly	\$30.00
	Total Yearly	\$229.00

Standard Disclaimer: The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.

The rest of this sample is included in the retail Proposal Packs and Proposal Kit Professional bundle. Purchase any Proposal Pack in the design theme of your choice and you will have everything you need.

How do I customize or create my own version of this sample?

Using the included Proposal Pack Wizard is the best way to make customized versions of the samples. Using the Wizard and any Proposal Pack you can recreate any of the samples in the visual design theme you purchased as well as branding it with your own logo and design.

- 1) After purchasing, downloading, and installing your Proposal Pack and Wizard software add a new project in the Wizard.
- 2) Click the Pick Documents button then click the View Samples tab.
- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
- 4) Customize the chapter list as needed to suit your situation. You can add additional chapters from the library of 2000+ topics, reorder chapters, remove chapters.
- 5) When you save your project, the Wizard will build you a custom version of this sample in the visual design theme Proposal Pack you purchased applying all your customizations (logos, font types, color schemes, contact information, etc.).
- 6) Open and edit the Word document to complete your work.

This sample is included in the [Proposal Kit Professional](#) and [Proposal Pack](#) products.

This sample has been truncated to only show the first few pages. The complete version of this sample including an editable Word version is included with all Proposal Kit Professional and Proposal Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

