



# PROPOSAL KIT SAMPLE

## Technology Consulting Sample Proposal

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Terrance Ewing  
Shelby Clark  
Ewing and Clark  
404 North Main Street Suite 600  
San Francisco, CA 98019

Dear Mr. Ewing and Ms. Clark,

Thank you for taking the time to talk with me last week. I know that your technology needs in your offices have been a high priority problem for you. I am pleased to propose a cost effective solution that will minimize your in-house burden.

Conrad & Altman are specialists in technology services with over 30 years of experience. We pride ourselves in providing our clients with professional service, guaranteed quality and the highest level of efficiency.

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 anytime you have additional questions or requests.

Sincerely,  
*Jaime Grayson*

Jaime Grayson  
Principal  
Conrad & Altman Technology Services  
(650) 555-1212 office  
(650) 555-1213 fax  
JaimeGrayson@CATS.com  
ConradAltmanTechnology.com

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Conrad & Altman Technology Services  
5156 Black Hawke Road  
San Francisco, CA 94016

Phone: 650-555-1212  
Fax: 650-555-1223

[www.ConradAltmanTechnology.com](http://www.ConradAltmanTechnology.com)

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## > Proposal

### Computer System Services

Prepared for: Terrance Ewing, Partner  
Shelby Clark, Partner

Prepared by: Jaime Grayson, Principal

## > Description

Ewing and Clark is a full service Attorney and Paralegal Firm in the San Francisco area. The current risk is high for computer security breaches and Ewing and Clark is in need of initial upgrades, system documentation and long-term system support.

Conrad & Altman Technology Services proposes to provide system support, documentation of current systems, topology and networks, document work as it is performed and provide a weekly work review. A full system discovery process would be performed as well as a disaster recovery assessment and implementation.

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[www.ConradAltmanTechnology.com](http://www.ConradAltmanTechnology.com)

Proposal Number: 1939-5404

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## > Non-Disclosure

THIS AGREEMENT is made this <<Day>> day of January, <<Year>>, by and between Conrad & Altman Technology Services ("Company") and Ewing and Clark ("Customer").

Each of the undersigned parties understands that both parties have a desire to establish an employment, consulting or other business relationship between the Company and the Customer.

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.  
[The Proposal Pack Non-Disclosure is a 4 page agreement (a short form version is also available). See the Proposal Packs for the complete text of the Non-Disclosure agreement]  
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.  
.

**Entire Agreement.** This Agreement supersedes all prior discussions and writings and constitutes the entire agreement between the parties with respect to the subject matter hereof. The prevailing party in any action to enforce this Agreement shall be entitled to costs and attorneys' fees.

**Binding Effect.** This Agreement shall be binding upon and inure to the benefit of Customer and Developers and their respective successors and assigns, provided that Developers may not assign any of his obligations under this Agreement without Customer's prior written consent.

EXECUTED as of the date first written above.

Ewing and Clark

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date signed: \_\_\_\_\_

Conrad & Altman Technology Services

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date signed: \_\_\_\_\_

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# > Executive Summary

## The Objective...

Ewing and Clark is a full service Attorney and Paralegal Firm in the San Francisco area.

- > **Need #1** : Desktop system upgrades.
- > **Need #2** : Weekly support for in-house computer and network systems.
- > **Need #3** : Disaster recovery process evaluation and installation.
- > **Need #4** : Risk assessment evaluation and security installation.

## The Opportunity...

Ewing and Clark is at high risk for computer security breaches and is in need of initial upgrades and long term system support.

- > **Goal #1** : Evaluate current system needs and growth plans.
- > **Goal #2** : Reduce costs of support and security maintenance.
- > **Goal #3** : Disaster recovery planning and implementation.

## The Solution...

Conrad & Altman Technology Services will provide technology consulting in the following areas.

- > **Recommendation #1** : Full evaluation of current and future desktop and server needs.
- > **Recommendation #2** : Weekly support for all systems.
- > **Recommendation #3** : Develop disaster recovery plan and implement.
- > **Recommendation #4** : Perform risk assessment and update systems.
- > **Recommendation #5** : Development of complete system documentation.



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