1. Cover Letter

Introductory Statement

Enter cover letter...

2. Executive Summary

Project Understanding & Approach

Summarize your understanding and approach...

3. Company Profile

Company Name

Enter company name

Company Overview

Describe your company...

Relevant Experience

Provide relevant experience...

Key Contacts

Contact name & details

4. Project Team

Team Structure

Describe team roles and organization...

Key Personnel

List and briefly describe qualifications...

5. Proposed Methodology

Approach & Methodologies

Describe your approach...

Work Plan & Timeline

Outline work plan and timeline...

6. Deliverables

List of Deliverables

Enumerate the proposed deliverables...

7. Fees & Payment Schedule

Fee Structure

Detail fee structure...

Payment Terms

Explain payment terms...

8. References

Client References

List references with contact info...

9. Appendices

Additional Information

Attach or list any additional info...