

PROPOSAL LETTER

To: _____

From: _____

Introduction

This Proposal Letter ("Proposal") outlines the terms and conditions under which the undersigned proposer ("Proposer") submits this proposal to the recipient ("Recipient") for the provision of goods, services, or works as described herein. This Proposal is subject to the terms stated below and any additional terms mutually agreed upon in writing.

Scope of Work

The Proposer agrees to perform the work and/or deliver the goods as detailed in the attached Schedule A (Scope of Work), which forms part of this Proposal. All work shall be performed in a professional and timely manner, in accordance with applicable laws, regulations, and industry standards.

Pricing and Payment Terms

The total price for the goods and/or services to be provided under this Proposal shall be as outlined in Schedule B (Pricing). Payment shall be made in accordance with the payment schedule set forth in Schedule B. Unless otherwise agreed, all payments shall be made in GBP and shall be exclusive of VAT unless specified otherwise.

Timeline

The Proposer shall commence work promptly upon acceptance of this Proposal by the Recipient and shall complete the work in accordance with the timeline set forth in Schedule C (Timeline). Any changes to the timeline must be agreed upon in writing by both parties.

Terms and Conditions

1. Acceptance: This Proposal shall remain open for acceptance for a period of thirty (30) days from the date of issuance unless otherwise specified.
2. Governing Law and Jurisdiction: This Proposal and any resulting contract shall be governed by and construed in accordance with the laws of the United Kingdom.
3. Confidentiality: Both parties agree to keep confidential any proprietary or sensitive information disclosed during the negotiation of this Proposal.
4. Liability: The Proposer's liability for any claims arising under this Proposal shall be limited to direct damages and shall not include consequential or indirect damages.
5. Intellectual Property: Unless otherwise agreed, all intellectual property rights arising from the performance of this Proposal shall remain the property of the Proposer.
6. Termination: Either party may terminate this Proposal with written notice if the other party commits a material breach and fails to cure the breach within a reasonable time.
7. Entire Agreement: This Proposal, including all attached schedules, constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements.
8. Amendments: No amendment or modification shall be valid unless made in writing and signed by both parties.

Acceptance

Please indicate your acceptance of this Proposal by signing below. This Proposal shall become a binding agreement upon signature by authorized representatives of both parties.

Proposer's Authorized Signature**Recipient's Authorized Signature**

Signature: _____

Signature: _____

Name: _____

Name: _____

Position: _____

Position: _____

Date: _____

Date: _____

Schedule A – Scope of Work

Detailed description of the goods, services, or work to be performed. This schedule is incorporated by reference and forms part of this Proposal.

Schedule B – Pricing and Payment Schedule

Detailed pricing information and payment schedule, including any milestones, deposits, and final payments. All prices are exclusive of VAT unless stated otherwise.

Schedule C – Timeline

Detailed timeline for commencement, milestones, completion, and any relevant deadlines associated with the Proposal.

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