

# Business proposal

Reference template only. Not legal advice; institutional and local forms take precedence.

1. Purpose: \_\_\_\_\_

2. Party A: \_\_\_\_\_

3. Party B: \_\_\_\_\_

4. Key facts / line items:

\_\_\_\_\_

\_\_\_\_\_

5. Ask / agreement:

\_\_\_\_\_

6. Amounts, deadlines, terms: \_\_\_\_\_

7. Attachments: \_\_\_\_\_

8. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

9. Contact: \_\_\_\_\_

## Fields

Parties: Ada Example

Date: 2026-08-04

Subject / title: Business proposal

Body / line items: State the request here

Amounts / terms: 1,000.00

Attachments: 2 attachments

Signature: (signed)

Contact: name@example.com

Source: <https://tool-lifes.com/forms/en/proposal/> · Tool-Lifes sample