Your business name

PROPOSAL FOR SERVICES

Address

No.

Phone / email

Date

License #

Proposal valid until

PREPARED FOR

PROJECT / JOB SITE

SERVICES

WHAT WE NEED FROM YOU

SERVICE LEVELS

DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
Catch-up bookkeeping - Jan to Oct		mo		
Monthly bookkeeping		mo		
Payroll - up to 15 employees		mo		
Year-end package for your CPA		job		

Payment terms

Notes

Subtotal

Sales tax (taxable lines only)

TOTAL (USD)

By signing below, the customer accepts this proposal, including the prices and terms above.

Signature

Printed name and title

Date