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PROPOSAL / [REFERENCE]

[Engagement title]

Prepared for [Client / organisation]
Prepared by InnovateWithAjay
[Date] | [Version]

The opportunity

[Describe the client's situation, the problem and why this engagement matters.]

Proposed outcome

[State one practical target outcome. Do not add guarantees or unsupported performance claims.]

Engagement at a glance

Item	Proposal
Service	[Workshop / mentorship / consulting / project guidance]
Audience	[Audience or stakeholders]
Delivery	[Format and location]
Duration	[Duration / dates]
Commercials	[Amount, currency and applicable taxes]

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Scope and deliverables

[Define what will be delivered, how it will be reviewed and what is excluded.]

Deliverable	Description	Acceptance
[Deliverable 1]	[What is included]	[How it is reviewed]
[Deliverable 2]	[What is included]	[How it is reviewed]
[Deliverable 3]	[What is included]	[How it is reviewed]

Out of scope

[List exclusions and limits clearly.]

Client inputs and dependencies

[List access, content, decisions, approvals or participant prerequisites required from the client.]

Assumptions

[Record the assumptions on which the scope and estimate depend.]

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Delivery plan

Stage	Activities	Timing / owner
Discover	[Confirm goals and inputs]	[Date / owner]
Prepare	[Plan, material or solution design]	[Date / owner]
Deliver	[Sessions or implementation work]	[Date / owner]
Review	[Feedback, acceptance and handover]	[Date / owner]

Communication and review

[Define review cadence, communication channels and response expectations.]

Changes to scope

[Describe how new work will be estimated and approved before delivery.]

Success criteria

[Define observable and agreed measures of completion, not fabricated results.]

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Commercials and next steps

Item	Amount / terms
Engagement fee	[Amount and currency]
Tax, if applicable	[Amount / treatment to verify]
Payment schedule	[Milestones and due dates]
Proposal validity	[Date]
Expenses, if any	[Approval and billing approach]

Terms requiring agreement

[Add reviewed terms for confidentiality, intellectual property, cancellation, support and dispute handling as appropriate. This template is not legal advice.]

Acceptance

Client: [Name / title]
Signature: _____ Date: _____

InnovateWithAjay: [Authorised name]
Signature: _____ Date: _____

Next step

[Confirm scope, agree commercial terms and schedule the kick-off.]