



CLIENT INFORMATION

Date

Company Name

Bidding Entity (if different than company)

Partner/Sub-Contractor Name

Contact Person

PROJECT INFORMATION

Government or Commercial Entity Name

Type of Solicitation

Solicitation Number (if applicable)

Project Submission Deadline

Rush Request? (Under 14 day turnaround time)

Additional Relevant Information:

SERVICE REQUEST

Proposal Management & Writing

Proposal Writing Only

Presentation Development

Custom Proposal Template Development