



**ACME GLOBAL**  
company



# PROJECT PROPOSAL

**ACME GLOBAL Company**  
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**Private and Confidential**

**Date of Submission**

**Prepared by**

Name

Address

Phone Number

Email

**To**

Name

Address

Phone Number

Email

## Brief Introduction

We are ABC Project Company and we provide creative and first-rate projects to our clients in different fields. We produce projects in line with the needs of many of our customers, both corporate and individual.

Within the scope of our service, we first determine your needs as a result of one-on-one meetings with the relevant units. Then according to your needs, our professional team works for your improvement and reputation.

## Our Team

Below you can find the details of our team that will work within the scope of the Project;

Name	Title	Assignment

# Resources and Budget

Resources and budget are as shown in the table below. In case of a situation requiring additional cost within the scope of the Project, Client will be informed in writing including the details of the cost. Without the written consent of the Client, no transaction can be made.

Resource	Quantity	Price

**Total Budget for the Project :**

\_\_\_\_\_ ( \_\_\_\_\_ taxex)

# Terms and Conditions

## 1. Parties

This Project Proposal is specially prepared for \_\_\_\_\_ (the "Client" hereinafter) by ABC Project Company.

If the Proposal is approved, it will be accepted as an agreement between the parties and terms and conditions set out below will be binding between the Client and the Company.

## 2. Term and Schedule

The effective date of this Agreement is \_\_\_\_\_. This Agreement will automatically expire on \_\_\_\_\_, which is stated below as the completion date of the Project.

If the Company cannot complete the Project on the specified date due to its own reasons, it pays a delay penalty of \_\_\_\_ % for each day of delay.

The Project will be carried out in accordance with the following timetable;

Deadline	Actions to be taken

### 3. Pricing and Payments

Within the scope of the Project, the total budget required is \_\_\_\_\_. It will be collected every \_\_\_\_\_ of the month till the end of the Project. Payments will be made by \_\_\_\_\_. If the client failed to pay within (5) days after the due date, late charges of \_\_\_\_\_ will be applied.

If the Client defaults on payment, the Company may suspend the Project or terminate the contract immediately, with a written notice.

### 4. Rights and Obligations of the Parties

**4.1.** The Company accepts and declares that it will carry out the Project with great care and will complete the project in line with the Client's opinions and requests.

**4.2.** The parties set a meeting after each completed stage of the Project to evaluate the Project details and the Client shall prepare a written report. The Company considers the issues determined in the report prepared in the following stages.

**4.3.** Any changes within the Client that may affect the scope and qualification of the Project shall be immediately notified to the Company. Otherwise, the Company shall not be responsible for information deficiencies and mistakes that may occur in the Project.

**4.4.** The Client is obliged to provide accurate and complete information to the Company regarding all the related issues about the Project. In cases where incorrect information is given to the Company, the Client is responsible for any damages that may arise.

**4.5.** The Company accepts and undertakes that it will protect all confidential information, including but not limited to project details, trade secrets, employee data, customer information, and will not transfer it to third parties except in cases of legal obligation. If the Client suffers a loss due to the disclosure of its information due to the Company's misconduct, the Company is obliged to compensate for this loss.

## 5. Amendment

This Proposal shall only be changed or modified by the Company. A new proposal may be made if the Client wishes to change the content of the document.

After the approval of the Client, the terms and conditions shall only be modified or changed by the written mutual consent of the Parties.

## 6. Governing Law and Dispute Resolution

This proposal and the Agreement shall be governed and interpreted under the laws of the State of \_\_\_\_\_ in the \_\_\_\_\_.

All kinds of disputes arising from this Agreement shall be tried to be resolved primarily through peaceful resolution methods such as conciliation and mediation.

**Authorized Signatory of  
ABC Project Company**

As of the date of \_\_\_\_\_,  
this proposal approved and the above terms and conditions have become binding.

**Authorized Signatory of  
The Client**



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