# Sample Consulting Proposal

June 4, 2013

Mr. Jones, CEO Newco Security 123 Main Street, Suite 456 Houston, TX 77025

Dear Mr. Jones,

ROI is pleased to present Newco Security with its proposal to provide advisory services to develop Newco Security's strategic operational plan to put it back on the path to revenue growth.

The planning effort is structured in two phases, with specific areas of focus as laid out in the attached proposal detail. During phase I, ROI will conduct an internal and external assessment from which the strategic operational plan will be developed. On adoption of the plan, ROI, during phase 2, will assist in developing a strategy to help find investors to fund the next stage of growth for Newco Security and to help with the implementation of the strategic plan. ROI agrees to complete the effort required to conduct phase I within a four- to six-week period, commencing

# **Consulting Engagement Letter Sample**

**Richard Bailey** 

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