

# **BUSINESS PROFESSIONAL PROPOSAL**

## **Staff Hiring Proposal**

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# Staff Hiring Proposal

Name of the organization: ABC business

Place your business logo here

## Summary

This section should include information for those readers who will not read the entire document but who will need a summary of the proposal. Although this section appears first in the document, it is usually written last.

The summary should remain on a separate page and not exceed one page.

The summary should contain the following elements:

- Brief identification and purpose of your organization
- The purpose and anticipated end result of this proposal
- The type and amount of support requested
- The total anticipated budget
- Other information you deem pertinent

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## Procedures/Scope of Work

Provide detailed information about proposed procedures, if available, and the scope of work. Include information on activities such as recruiting, training, testing, and actual work required.

## Timetable

Provide detailed information on the expected timetable for the project. Break the project into phases, and provide a schedule for each phase.

	Description of Work	Start and End Dates
Phase One		
Phase Two		
Phase Three		

## Budget

State the proposed costs and budget of the project. Also include information on how you intend to manage the budget.

	Description of Work	Anticipated Costs
Phase One		
Phase Two		
Phase Three		
	Total	\$ 0.00

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