



# PROPOSAL KIT SAMPLE

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Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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## ADDENDUM: <<Company>> BILLABLE SERVICES: REFERENCE SHEET

The purpose of this document is to explain several of the various services <<Company>> offers and to differentiate them from one another in order to understand how <<Company>> bills for its time and services.

The following is a list of the various services we offer and the billable rate per hour for each of the services. You may refer to these rates when calculating the job cost for each project.

Service Type	Billing Rate / Hour
<< Insert type of service offered >>	<<HourlyRate>>
<< Insert type of service offered >>	<<HourlyRate>>
<< Insert type of service offered >>	<<HourlyRate>>
<< Insert type of service offered >>	<<HourlyRate>>
<< Insert type of service offered >>	<<HourlyRate>>

### Fixed Rates and Costs

During the course of working with <<Company>>, the following rates for

## DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/misc-templates/billable-services-reference-sheet.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

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This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

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