

Legal Services Proposal Template



Proposal for

Client Name and Information

Date

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Firm Contact Name

Contact Information

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About Us

Firm Overview

Team Expertise

Client Needs Assessment

Understanding of
Client's Legal
Requirements

Objectives and
Goals

Services Offered

Core Legal Services: List the primary services relevant to the client, with brief descriptions for each.

Contract Drafting and Review	
Litigation and Dispute Resolution	
Regulatory Compliance	
Intellectual Property	
Employment Law	
Optional / Additional Services	

Service Levels and Scope of Work

Service Levels

Scope of Work

Pricing and Fee Structure

Service	Billing Options	Estimated Hours/Rate	Cost Breakdown	Payment Terms

Timeline and Milestones

Initial Assessment
and Onboarding

Key Milestones

Ongoing Support
Timeline

Communication and Reporting Protocols

Contact and
Availability

Regular Updates

Confidentiality
Assurance

Legal Approach and Strategy

Customized Legal
Strategy

Risk Management

Terms and Conditions

Scope of
Engagement

Confidentiality
and Non-
Disclosure
Agreement (NDA)

Limitations of
Liability

Termination of
Renewal
Conditions

Client Testimonials or Case Studies (Optional)

Client Success
Stories

Relevant
Experience

Next Steps

Contact for
Questions

Suggested Next
Steps

Acceptance and Signature

Prepared By

Date

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Reviewed By

Date

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Client Approval

Date

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