YOUR  
LOGO

**COMPANY NAME**

ACCOUNTS-PAYABLE AUTOMATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your organization with accounts payable automation proposal. We deliver efficient, scalable, and secure solutions tailored to our clients’ needs.  
  
This proposal outlines our approach to delivering accounts payable automation proposal for [Client Name].

# Project Objectives

- Streamline invoice processing and reduce manual errors  
- Improve visibility and control over payables  
- Reduce costs and accelerate payment cycles

# Proposed Services

- OCR and e-invoicing integration  
- Approval workflow automation  
- ERP integration  
- Payment scheduling and reporting tools

# Scope of Work

- AP process assessment and tech review  
- System configuration and API setup  
- Workflow and rules engine customization  
- Staff training and post-launch support

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Discovery | Analyze AP process and define objectives | [Start Date] |
| Implementation | Deploy automation tools and workflows | [Date] |
| Testing & Go-Live | Pilot, validate and launch solution | [Completion Date] |

# Pricing

Estimated cost breakdown:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Discovery & Design | Process mapping and configuration | [Amount] |
| Implementation | Platform setup and training | [Amount] |
| Support | Post-deployment support | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is an expert in finance automation with a track record in AP system rollouts.

# Case Studies / Testimonials

Implemented AP automation for a manufacturing firm, reducing cycle time by 50%.

# Terms and Conditions

Terms: 50% upfront, 50% upon go-live. Scope changes require written agreement.

# Acceptance

To approve this proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_