YOUR  
LOGO

**COMPANY NAME**

PAYROLL-PROCESSING OUTSOURCING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your organization with payroll processing outsourcing proposal. We deliver effective, compliant, and scalable financial operations solutions.  
  
This proposal outlines our approach to delivering payroll processing outsourcing proposal for [Client Name].

# Project Objectives

- Ensure timely, accurate, and compliant payroll  
- Reduce internal burden and administrative costs  
- Improve employee trust and satisfaction

# Proposed Services

- Biweekly/monthly payroll processing  
- Tax filing and year-end reporting  
- Direct deposit and employee portal setup  
- Compliance with wage and labor regulations

# Scope of Work

- Onboarding of payroll data and team  
- Transition plan and service migration  
- Live payroll run and tax setup  
- Ongoing support and employee Q&A

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Onboarding | Gather employee data and configure system | [Start Date] |
| Migration | Transfer records and test system | [Date] |
| Payroll Go-Live | Run first payroll cycle | [Completion Date] |

# Pricing

Estimated cost breakdown:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Setup | System configuration and onboarding | [Amount] |
| Monthly Processing | Per-pay-period processing fee | [Amount] |
| Tax Filing | State and federal payroll compliance | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted partner for payroll services with cloud-based solutions.

# Case Studies / Testimonials

Delivered payroll outsourcing to a 300-employee firm with 100% timeliness over 12 months.

# Terms and Conditions

Terms: Monthly billing. Yearly renewal. Includes tax support and helpdesk access.

# Acceptance

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