YOUR
LOGO

**COMPANY NAME**

REMOTE TEAM SETUP PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for your remote team setup project. We help businesses build and manage high-performing remote teams through structured planning, technology setup, and people management support.

This proposal outlines how we will assist [Client Name] in creating a fully functional remote work environment.

# Problem or Opportunity

[Client Name] is expanding or transitioning to a remote workforce and seeks expert guidance to ensure seamless operations, productivity, and employee engagement in a virtual setting.

# Proposed Solution

We propose a complete remote team setup package that includes infrastructure planning, team coordination tools, process design, and training.

Key Benefits:
- Faster, smoother remote work implementation
- Improved communication and collaboration
- Reduced compliance and security risks

# Scope of Work

Our remote team setup services include:

- Remote work policy and process design
- Communication and collaboration tools (Slack, Teams, Zoom, etc.)
- Cloud storage and security setup
- HR and compliance support for remote hiring
- Onboarding and training framework
- Ongoing support and optimization

# Timeline

Estimated schedule for planning, setup, and training rollout:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Discovery & Planning | Assess needs and define scope | [Start Date] |
| Tool & Policy Setup | Implement platforms and procedures | [Date] |
| Training Delivery | Conduct onboarding and process training | [Date] |
| Go-Live & Support | Team rollout and issue resolution | [Completion Date] |

# Pricing

Estimated pricing for remote team setup and support:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Policy & Process Design | Workflows and compliance setup | [Amount] |
| Technology Setup | Tool configuration and integration | [Amount] |
| Onboarding & Training | Documentation and sessions | [Amount] |
| Support & Optimization | Post-launch assistance | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] is a business operations consultancy specializing in remote work infrastructure and team enablement.

- Experience: [X] years working with remote and distributed teams
- Strengths: Policy development, tech integration, compliance
- Mission: To help companies thrive in remote and hybrid work environments

# Case Studies / Testimonials

Case Study: [Previous Client Name]

- Project: Remote team enablement for a growing SaaS firm
- Outcome: Successfully onboarded 50 remote staff in 6 weeks with full compliance

Testimonial:
“[Your Company Name] gave us a turnkey remote setup that just worked. Everything from tools to training was covered.” — [Client Name], [Title], [Company]

# Terms and Conditions

Payment Terms: 50% deposit, 50% upon project completion.
Confidentiality: All organizational and employee data is handled securely.
Support: Includes 30 days of post-launch support and troubleshooting.

# Acceptance

To begin your remote team setup engagement, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client’s Printed Name]
Title: [Client’s Title]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_