YOUR  
LOGO

**COMPANY NAME**

DISASTER-RECOVERY PLAN PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to develop a comprehensive Disaster-Recovery Plan (DRP) for your organization. We specialize in creating resilient recovery strategies that minimize downtime and data loss during critical incidents.  
  
This proposal outlines our approach to building and implementing a DRP for [Client Name].

# Project Objectives

The primary goals are:  
  
- Identify critical business systems and recovery priorities  
- Establish a clear, actionable disaster-response framework  
- Minimize operational disruption and data loss during emergencies  
- Ensure compliance with relevant business continuity standards

# Proposed Services

Our disaster-recovery planning services include:  
  
- Risk assessment and business impact analysis (BIA)  
- Identification of recovery time objectives (RTOs) and recovery point objectives (RPOs)  
- Development of recovery strategies for systems, networks, and data  
- Documentation of DRP protocols, team roles, and escalation paths  
- Testing, training, and regular DRP review

# Scope of Work

Scope includes:  
  
- Initial assessment and stakeholder interviews  
- Infrastructure and data inventory review  
- Custom DRP development tailored to client systems  
- Creation of emergency communication and response protocols  
- Tabletop exercises and simulation tests

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Risk Analysis | Conduct BIA and identify critical systems | [Start Date] |
| Strategy Development | Define RTOs/RPOs and develop recovery protocols | [Date] |
| Plan Documentation | Create detailed DRP and team playbooks | [Date] |
| Testing & Review | Run simulation drills and refine DRP | [Completion Date] |

# Pricing

Estimated cost breakdown for disaster-recovery plan services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Risk Assessment & BIA | Identify threats and analyze business impact | [Amount] |
| Recovery Strategy Development | Define recovery priorities and infrastructure plans | [Amount] |
| Documentation & Training | Draft plan documents and conduct training | [Amount] |
| Testing & Plan Validation | Run tabletop exercises and review plan effectiveness | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of business continuity and IT risk management services.  
  
- Experience: [X] years in disaster recovery, risk analysis, and continuity planning  
- Expertise: DRP development, incident response, regulatory compliance  
- Mission: To help organizations safeguard operations, protect data, and recover swiftly from disruptions

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: DRP for a regional logistics company  
- Outcome: Improved preparedness and achieved a 4-hour recovery time for mission-critical operations  
  
Testimonial:  
“[Your Company Name] delivered a highly professional recovery plan that gave us the peace of mind we needed.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone-based invoicing.  
Service Scope: Includes assessment, DRP development, testing, and documentation.  
Client Responsibilities: Provide access to systems, personnel, and documentation.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

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