YOUR  
LOGO

**COMPANY NAME**

DATA-BACKUP & DISASTER-RECOVERY PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to implement a data backup and disaster recovery (DR) solution. Our team ensures your business-critical data is protected, resilient, and quickly recoverable in the event of a disruption.  
  
This proposal outlines our plan to implement backup and DR protocols tailored for [Client Name].

# Project Objectives

The primary goals are:  
  
- Securely back up all essential business data  
- Minimize downtime and data loss in case of a disaster  
- Meet compliance and regulatory requirements  
- Provide a documented, tested disaster recovery plan

# Proposed Services

Our backup & DR services include:  
  
- Assessment of current backup and recovery practices  
- Design of backup schedules, retention policies, and storage options  
- Implementation of backup tools (cloud, hybrid, local)  
- Development of a disaster recovery plan (RTO/RPO defined)  
- Testing, monitoring, and ongoing support

# Scope of Work

Scope includes:  
  
- System and data inventory and risk analysis  
- Backup configuration for servers, databases, and endpoints  
- Disaster recovery playbook creation  
- Training for key personnel on response and recovery  
- Optional managed backup services

# Timeline

Proposed implementation timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment | Review systems and define backup requirements | [Start Date] |
| Design & Setup | Configure backup tools and DR workflows | [Date] |
| Testing & Training | Run simulations and educate users | [Date] |
| Go-Live | Begin monitoring and support | [Completion Date] |

# Pricing

Estimated cost breakdown for backup and disaster recovery services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Assessment | Inventory, risk review, and compliance check | [Amount] |
| Backup Setup | Configure cloud/local backup systems | [Amount] |
| Disaster Recovery Plan | Document and test recovery plan | [Amount] |
| Training & Support | Staff onboarding and monitoring setup | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is an IT infrastructure and cybersecurity firm specializing in data protection and business continuity solutions.  
  
- Experience: [X] years protecting mission-critical systems  
- Expertise: Veeam, Acronis, AWS Backup, Azure Recovery Services, local NAS/cloud  
- Mission: To help businesses prepare, recover, and thrive through resilience

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: DR implementation for a healthcare provider  
- Outcome: Full recovery test success under 1 hour, passed compliance audit  
  
Testimonial:  
“[Your Company Name] gave us peace of mind. We know that if anything happens, we’re ready.” — [Client Contact]

# Terms and Conditions

Payment Terms: 50% upfront, 50% upon completion.  
Service Scope: Includes planning, setup, testing, and support.  
Client Responsibilities: Provide access to systems and stakeholders.  
Adjustments: Scope or schedule changes must be agreed in writing.

# Acceptance

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