YOUR  
LOGO

**COMPANY NAME**

EXPORT COMPLIANCE TRAINING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to deliver export compliance training for your organization. We specialize in providing tailored compliance training programs that help businesses meet regulatory requirements and minimize export-related risks.  
  
This proposal outlines our approach to delivering a comprehensive export compliance training program for [Client Name].

# Project Objectives

The primary goals are:  
  
- Educate employees on export control regulations and compliance requirements  
- Reduce the risk of non-compliance and associated penalties  
- Foster a culture of compliance and due diligence within the organization  
- Provide practical tools and resources for ongoing compliance management

# Proposed Services

Our export compliance training services include:  
  
- Customized training modules on export regulations (EAR, ITAR, OFAC, etc.)  
- Live virtual or in-person training sessions  
- Interactive case studies and compliance scenarios  
- Training materials and reference guides  
- Post-training assessments and knowledge checks  
- Certification of completion for participants

# Scope of Work

Scope includes:  
  
- Initial consultation to assess training needs and regulatory focus  
- Development of tailored training content  
- Delivery of training sessions for designated teams  
- Administration of assessments and feedback collection  
- Final report summarizing training outcomes and recommendations

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Needs Assessment & Planning | Define training objectives and develop content | [Start Date] |
| Training Delivery | Conduct live training sessions | [Date] |
| Assessment & Feedback | Administer knowledge checks and collect feedback | [Date] |
| Final Reporting | Prepare training summary and recommendations | [Completion Date] |

# Pricing

Estimated cost breakdown for export compliance training services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Training Needs Assessment | Evaluate compliance training requirements | [Amount] |
| Content Development | Create customized training materials | [Amount] |
| Training Delivery | Conduct virtual or in-person sessions | [Amount] |
| Assessment & Certification | Administer tests and issue certificates | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of compliance training solutions, helping businesses navigate complex export regulations.  
  
- Experience: [X] years in export compliance consulting and training  
- Expertise: International trade regulations, risk management, employee education  
- Mission: To equip businesses with the knowledge and tools to maintain export compliance and mitigate risks

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Export compliance training for a global manufacturing firm  
- Outcome: Increased compliance awareness and reduced incidents of regulatory breaches  
  
Testimonial:  
“[Your Company Name] delivered an engaging and informative training program that significantly improved our compliance practices.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon training completion.  
Service Scope: Includes training development, delivery, assessments, and reporting.  
Client Responsibilities: Provide access to participants and relevant company policies.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

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