YOUR  
LOGO

**COMPANY NAME**

LITIGATION READINESS ASSESSMENT PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to conduct a Litigation Readiness Assessment. We specialize in helping organizations prepare for potential legal disputes by assessing processes, identifying gaps, and implementing best practices to mitigate risk.  
  
This proposal outlines our approach to delivering a comprehensive litigation readiness assessment for [Client Name].

# Project Objectives

The primary goals are:  
  
- Evaluate current legal preparedness for potential litigation  
- Identify gaps in documentation, processes, and compliance  
- Recommend improvements to mitigate litigation risks  
- Develop a proactive litigation readiness strategy

# Proposed Services

Our litigation readiness assessment services include:  
  
- Review of existing litigation-related policies and procedures  
- Evaluation of document retention and e-discovery practices  
- Assessment of internal communication protocols  
- Interviews with key legal and business stakeholders  
- Risk analysis and gap identification  
- Development of litigation readiness roadmap

# Scope of Work

Scope includes:  
  
- Initial consultation to define assessment scope and focus areas  
- Data collection through document review and stakeholder interviews  
- Analysis of current practices and risk exposure  
- Preparation of assessment report with findings and recommendations  
- Presentation of results and strategic advisory session

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Scoping | Define assessment objectives and gather documentation | [Start Date] |
| Review & Stakeholder Interviews | Evaluate current practices and conduct interviews | [Date] |
| Analysis & Reporting | Identify gaps and prepare assessment report | [Date] |
| Presentation & Advisory | Deliver findings and strategic recommendations | [Completion Date] |

# Pricing

Estimated cost breakdown for litigation readiness assessment services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Policy & Procedure Review | Analyze existing litigation-related documents | [Amount] |
| Risk Assessment & Gap Analysis | Identify areas of improvement and risks | [Amount] |
| Reporting & Recommendations | Prepare detailed assessment report | [Amount] |
| Advisory Session | Present findings and recommend actions | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted legal consultancy with expertise in litigation preparedness and risk management.  
  
- Experience: [X] years in litigation readiness assessments and compliance consulting  
- Expertise: Legal risk analysis, process improvement, e-discovery readiness  
- Mission: To equip organizations with the tools and strategies needed to minimize legal risks and enhance litigation preparedness

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Litigation readiness assessment for a financial services firm  
- Outcome: Streamlined document retention processes and reduced e-discovery costs  
  
Testimonial:  
“[Your Company Name] provided a thorough and actionable assessment that significantly improved our litigation readiness.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes assessment, analysis, reporting, and advisory.  
Client Responsibilities: Provide access to policies, documentation, and stakeholders.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

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