YOUR  
LOGO

**COMPANY NAME**

NON-DISCLOSURE AGREEMENT TEMPLATE PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to provide a Non-Disclosure Agreement (NDA) template tailored to your business needs. We specialize in drafting legally sound, clear, and enforceable NDAs to protect sensitive information and foster secure business relationships.  
  
This proposal outlines our approach to delivering a customized NDA template for [Client Name].

# Project Objectives

The primary goals are:  
  
- Provide a legally compliant NDA template suitable for multiple use cases  
- Ensure clarity in defining confidential information and obligations  
- Protect proprietary and sensitive business information  
- Facilitate smooth business negotiations and partnerships

# Proposed Services

Our NDA template services include:  
  
- Consultation to understand specific confidentiality needs  
- Drafting a comprehensive and flexible NDA template  
- Defining key terms: confidentiality scope, exclusions, obligations, and duration  
- Review and revisions based on client feedback  
- Final template delivery with usage guidelines

# Scope of Work

Scope includes:  
  
- Initial consultation to gather requirements  
- Drafting of NDA template aligned with best practices and applicable laws  
- Iterative revisions to ensure client satisfaction  
- Delivery of final NDA template and explanatory guide

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Consultation & Requirements Gathering | Discuss needs and gather necessary information | [Start Date] |
| Drafting & Review | Prepare initial NDA template draft | [Date] |
| Revisions & Finalization | Incorporate feedback and finalize template | [Date] |
| Delivery & Guidelines | Provide final template with usage instructions | [Completion Date] |

# Pricing

Estimated cost breakdown for NDA template drafting and delivery:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Initial Consultation | Understand confidentiality needs and objectives | [Amount] |
| Drafting NDA Template | Prepare a legally compliant and flexible NDA | [Amount] |
| Revisions & Feedback Integration | Revise draft based on client input | [Amount] |
| Final Delivery & Guide | Deliver finalized template and usage guidelines | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted legal consultancy specializing in contract drafting and compliance.  
  
- Experience: [X] years in legal document preparation and advisory  
- Expertise: Confidentiality agreements, contract law, business compliance  
- Mission: To provide clear, effective, and enforceable legal documents that protect client interests

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Development of NDA templates for a technology firm  
- Outcome: Enabled secure information sharing with partners and vendors  
  
Testimonial:  
“[Your Company Name] delivered a well-structured NDA template that met our business needs and provided peace of mind.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon template delivery.  
Service Scope: Includes drafting, revisions, and final template delivery.  
Client Responsibilities: Provide relevant business information and feedback.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

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