YOUR  
LOGO

**COMPANY NAME**

TERMS OF SERVICE UPDATE PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to assist with updating your Terms of Service (TOS). We specialize in digital policy frameworks and legal content modernization for websites, applications, and SaaS platforms.  
  
This proposal outlines our approach to reviewing, revising, and implementing updated Terms of Service documentation for [Client Name].

# Project Objectives

The primary goals are:  
  
- Review and update current TOS for legal clarity, completeness, and risk reduction  
- Align terms with current practices, services, and data handling procedures  
- Ensure compliance with current regulations (e.g., GDPR, CCPA, consumer protection laws)  
- Deliver user-friendly content that enhances trust and transparency

# Proposed Services

Our Terms of Service update services include:  
  
- Review of current TOS and business operations  
- Legal benchmark and regulatory compliance analysis  
- Drafting of updated TOS language with annotations  
- Internal review meetings and revision rounds  
- Deployment support and user notification templates

# Scope of Work

Scope includes:  
  
- Audit of existing Terms of Service  
- Comparison against best practices and legal requirements  
- Drafting and formatting of revised TOS document  
- Coordination with internal stakeholders and legal counsel  
- Suggested implementation strategy for publishing updated terms

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Audit & Review | Assess current TOS and regulatory landscape | [Start Date] |
| Draft & Revision | Propose and review updated TOS language | [Date] |
| Final Delivery | Complete document and implementation support | [Completion Date] |

# Pricing

Estimated cost breakdown for Terms of Service update services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Document Review | Assess existing terms and operations | [Amount] |
| Drafting & Benchmarking | Create updated language with compliance in mind | [Amount] |
| Stakeholder Revisions | Review and incorporate feedback | [Amount] |
| Implementation Support | Formatting, FAQs, and update announcements | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a digital compliance consultancy experienced in helping organizations align online policies with legal standards and business needs.  
  
- Experience: [X] years in digital content, regulatory compliance, and SaaS policy drafting  
- Expertise: Website terms, privacy notices, accessibility statements  
- Mission: To protect businesses and build user trust through clear, compliant digital policies

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Terms update for a global e-commerce platform  
- Outcome: Reduced support requests by 20% and improved legal readiness for enterprise partnerships  
  
Testimonial:  
“[Your Company Name] helped us translate legal complexity into user-friendly, future-proof terms.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon final document delivery.  
Scope: Includes policy drafting, stakeholder reviews, and publication guidance.  
Client Responsibilities: Provide access to current terms, product scope, and legal team contacts.  
Adjustments: Additional documents (e.g., Privacy Policy) or changes in legal review may affect scope and cost.

# Acceptance

To approve this Terms of Service Update Proposal and begin services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_