YOUR  
LOGO

**COMPANY NAME**

BREAK-ROOM VENDING PARTNERSHIP PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] as your partner for break-room vending services. We specialize in delivering convenient, modern, and healthy refreshment solutions that support employee satisfaction and workplace productivity.  
  
This proposal outlines our approach to installing and servicing vending machines at [Client Name]'s premises.

# Project Objectives

The primary goals are:  
  
- Provide convenient access to snacks, beverages, and fresh food for staff  
- Enhance the break-room experience with smart, low-maintenance vending  
- Offer flexible vending options, including contactless payment and product customization  
- Support wellness initiatives with healthy product selections

# Proposed Services

Our break-room vending partnership includes:  
  
- Installation of modern, energy-efficient vending machines  
- Custom product stocking based on staff preferences  
- Contactless payment and machine monitoring technology  
- Scheduled restocking and maintenance  
- Monthly sales reporting and restock adjustments  
- Optional: subsidized pricing for staff wellness programs

# Scope of Work

Scope includes:  
  
- Site survey and machine placement planning  
- Initial product selection and setup  
- Ongoing restocking and service maintenance  
- Quarterly performance reviews and menu updates

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Site Survey & Approval | Evaluate placement and electrical access | [Start Date] |
| Installation | Deliver and configure machines | [Date] |
| First Stocking | Initial load of snack/beverage items | [Date] |
| Ongoing Service | Weekly replenishment and monthly review | [Ongoing] |

# Pricing

Estimated cost and revenue share model:

|  |  |  |
| --- | --- | --- |
| Model | Description | Terms |
| Standard Vending | Revenue share model | Split: [X]% client / [X]% provider |
| Subsidized Vending | Employer-sponsored discount for staff | Monthly invoice for subsidy portion |
| Premium Service Option | Frequent restocking or high-demand sites | [Additional Fee per month] |
| Custom Product Requests | Special order snacks or dietary requests | Handled case-by-case |
| Revenue Reporting | Monthly sales statements provided | Included |

# About Us

[Your Company Name] is a full-service vending solutions provider known for reliability, technology-driven service, and curated snack and beverage offerings.  
  
- Experience: [X] years servicing corporate, retail, and educational clients  
- Expertise: Smart vending machines, wellness curation, onsite service  
- Mission: To fuel productivity and morale by offering the best in break-room convenience

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Vending upgrade across three office sites  
- Outcome: 35% increase in employee engagement and positive feedback on healthy options  
  
Testimonial:  
“[Your Company Name] keeps our break areas stocked, clean, and modern. Our team really appreciates the healthy snack selections and easy payments.” — [Client Contact]

# Terms and Conditions

Payment Terms: Equipment provided at no cost; revenue sharing based on net sales.  
Scope: Includes installation, replenishment, support, and reporting.  
Client Responsibilities: Provide power access, space clearance, and building entry support.  
Adjustments: Menu changes or machine upgrades available by request.

# Acceptance

To approve this Break-room Vending Partnership Proposal and begin setup, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_