YOUR  
LOGO

**COMPANY NAME**

CO-WORKING SPACE SETUP PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to assist with the setup of your co-working space. We specialize in creating functional, aesthetically pleasing work environments designed to foster productivity, community, and business growth.  
  
This proposal outlines our approach to setting up [Client Company Name]'s co-working space.

# Project Objectives

The primary goals are:  
  
- Design and implement a fully functional co-working space  
- Maximize space utilization and user experience  
- Provide flexible workstations, meeting areas, and shared amenities  
- Ensure operational efficiency and scalability

# Proposed Services

Our co-working space setup services include:  
  
- Space planning and interior design  
- Furniture selection and layout optimization  
- IT infrastructure setup (Wi-Fi, networking, printers)  
- Access control and security systems  
- Community area design (lounges, kitchens, breakout zones)  
- Vendor coordination and project management

# Scope of Work

Scope includes:  
  
- Initial consultation and space assessment  
- Design concept development and layout planning  
- Procurement of furniture, equipment, and supplies  
- Coordination with contractors and service providers  
- Supervision of installation and setup  
- Final walkthrough and handover

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Design | Initial consultation and layout development | [Start Date] |
| Procurement & Coordination | Furniture and equipment sourcing, contractor coordination | [Date] |
| Installation & Setup | On-site installation and system integration | [Date] |
| Handover & Launch | Final walkthrough and operational handover | [Completion Date] |

# Pricing

Estimated cost breakdown for co-working space setup services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Space Planning & Design | Layout optimization and design concept | [Amount] |
| Furniture & Equipment Procurement | Sourcing and purchasing of furnishings | [Amount] |
| Installation & Project Management | Supervision of setup and vendor coordination | [Amount] |
| IT & Security Setup | Networking, access control, security systems | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a leading workspace solutions provider with a track record of successful co-working space projects.  
  
- Experience: [X] years in workspace design and project management  
- Expertise: Space planning, flexible workspace models, technology integration  
- Mission: To create inspiring and efficient work environments that support collaboration and innovation

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Setup of a 5,000 sq. ft. co-working space in an urban hub  
- Outcome: Delivered a fully operational space with 95% occupancy within three months  
  
Testimonial:  
“[Your Company Name] managed our co-working space project from concept to completion with exceptional professionalism.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone-based billing.  
Project Scope: Includes design, procurement, and setup as outlined.  
Client Responsibilities: Provide timely approvals and access to premises.  
Adjustments: Scope changes require mutual agreement and may affect cost/timeline.  
Warranty: Equipment and furniture warranties as per manufacturer terms.

# Acceptance

To approve this co-working space setup proposal and initiate the project, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Authorized Representative]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_