YOUR  
LOGO

**COMPANY NAME**

FACILITY SECURITY AUDIT PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to conduct a comprehensive facility security audit. We specialize in evaluating and enhancing physical security measures to safeguard assets, personnel, and operations.  
  
This proposal outlines our approach to assessing [Client Name]'s facility security posture.

# Project Objectives

The primary goals are:  
  
- Identify potential security vulnerabilities and risks  
- Evaluate current security measures and protocols  
- Provide actionable recommendations for improvement  
- Ensure compliance with relevant security standards and best practices

# Proposed Services

Our facility security audit services include:  
  
- On-site inspection of physical security infrastructure  
- Assessment of access control systems and procedures  
- Review of surveillance, alarm, and monitoring systems  
- Evaluation of emergency response plans and protocols  
- Staff interviews and security awareness assessment  
- Detailed audit report with findings and recommendations

# Scope of Work

Scope includes:  
  
- Initial consultation to understand facility operations  
- Comprehensive site assessment and documentation review  
- Risk analysis and vulnerability identification  
- Development of a prioritized action plan  
- Presentation of audit findings to key stakeholders

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Consultation | Define audit objectives and gather preliminary information | [Start Date] |
| Site Assessment | Conduct on-site inspection and evaluate current security measures | [Date] |
| Risk Analysis & Reporting | Analyze findings and develop recommendations | [Date] |
| Presentation & Action Plan | Deliver final audit report and present to stakeholders | [Completion Date] |

# Pricing

Estimated cost breakdown for facility security audit services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Site Assessment | On-site inspection and infrastructure evaluation | [Amount] |
| Risk Analysis | Identify vulnerabilities and assess risks | [Amount] |
| Audit Report & Recommendations | Detailed reporting with prioritized actions | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a leading security consulting firm with extensive experience in facility audits and risk management.  
  
- Experience: [X] years in security assessments and compliance audits  
- Expertise: Physical security, access control, emergency preparedness  
- Mission: To help organizations identify and mitigate security risks through thorough evaluation and strategic recommendations

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Security audit for a multi-site corporate facility  
- Outcome: Identified critical vulnerabilities and implemented enhancements that reduced security incidents  
  
Testimonial:  
“[Your Company Name] provided a detailed and actionable security audit that significantly improved our facility's safety.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon delivery of the audit report.  
Confidentiality: All audit findings and client information are strictly confidential.  
Client Responsibilities: Provide facility access and relevant documentation.  
Adjustments: Scope changes require mutual agreement and may impact cost and timeline.

# Acceptance

To approve this facility security audit proposal and commence services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_