YOUR  
LOGO

**COMPANY NAME**

CORPORATE CARBON FOOTPRINT ASSESSMENT PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your sustainability initiatives. We specialize in helping organizations measure, analyze, and reduce their carbon footprint to meet environmental goals and regulatory requirements.  
  
This proposal outlines a comprehensive carbon footprint assessment tailored for [Client Company Name].

# Project Objectives

The primary goals of this assessment are:  
  
- Identify and quantify greenhouse gas (GHG) emissions across Scope 1, 2, and relevant Scope 3 categories  
- Establish a baseline for carbon emissions  
- Provide actionable recommendations for reduction strategies

# Proposed Services

We propose a detailed carbon footprint assessment that includes:  
  
- Data collection and validation  
- Emissions calculations aligned with the GHG Protocol  
- Reporting and benchmarking against industry standards  
- Strategic recommendations for carbon reduction

# Scope of Work

Our assessment services include:  
  
- Initial consultation and project scoping  
- Data gathering (energy use, transportation, supply chain, waste, etc.)  
- Carbon emissions calculation and analysis  
- Comprehensive report with visualizations  
- Presentation of findings and recommendations

# Timeline

Estimated timeline for the assessment project:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Onboarding | Define scope and data needs | [Start Date] |
| Data Collection | Gather and validate necessary data | [Date] |
| Analysis & Reporting | Calculate emissions and prepare report | [Date] |
| Presentation & Next Steps | Present findings and recommendations | [Completion Date] |

# Pricing

Estimated cost breakdown for assessment services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Data Collection & Validation | Gather and verify client data | [Amount] |
| Carbon Footprint Calculation | Scope 1, 2, and Scope 3 analysis | [Amount] |
| Reporting & Recommendations | Comprehensive report with visuals | [Amount] |
| Total |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of environmental consulting and sustainability services, working with businesses to enhance environmental performance.  
  
- Experience: [X] years in carbon management and reporting  
- Certifications: ISO 14064, GHG Protocol, CDP reporting  
- Mission: To help companies reduce their environmental impact and achieve sustainability goals

# Case Studies / Testimonials

Case Study: [Client Company Name]  
  
- Project: Scope 1-3 carbon footprint assessment  
- Outcome: Identified key emission sources and achieved a 15% reduction through targeted initiatives  
  
Testimonial:  
“[Your Company Name] provided a thorough and practical roadmap to reduce our carbon footprint.” — [Client Name]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon final report delivery.  
Confidentiality: All data and reports remain confidential.  
Client Responsibilities: Provide accurate and timely data for assessment.  
Amendments: Scope changes require written agreement and may affect cost or timeline.

# Acceptance

To approve this carbon footprint assessment proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Authorized Representative’s Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_