

[Date]

[Full Name]  
[Title]  
[Company Name]  
[Street Address]  
[City], [State] [ZIP]

Dear [First Name],

This proposal is tendered to confirm the agreement we made on [Contractual Sale Close Date], regarding Honest Selling helping [Company Name] [state return on investment].

## Situation Summary

[Use paragraphs and bullet points to complete this section.]

## Objectives

Following is a list of the objectives for this project, the results we expect to achieve and how we will measure success.

### *Objective One*

[Use paragraphs and bullet points to complete this section.]

## Achieving The Objectives

Following is a description of how we will achieve these objectives, our joint responsibilities and accountabilities, our fees for accomplishing each objective and the payment terms.

### *Objective One*

[Use paragraphs and bullet points to complete this section.]

## Execution

Either your payment according to the fee schedule outlined herein or your signature on this document will signify acceptance of the terms and conditions of this proposal. Once accepted, this project cannot be canceled unless both parties agree.

This proposal is accepted and forms an agreement between [Company Name] and Honest Selling.

**[Company Name]**

**Honest Selling**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[Full Name], [Title]

Gill E. Wagner, President