SAMPLE – FICTIONAL DETAILS · NOT A REAL PERSON, BUSINESS OR OFFICIAL FORM

Business proposal (sample, under 5 pages)

From Nila Spices to a fictional restaurant group in Kochi · Sample – fictional details.

Dear Purchasing Manager,

We propose to supply packed black pepper, cardamom and turmeric to your two Kochi kitchens, on a weekly delivery, for a three-month trial. Each lot would be labelled with the packing date and the lot number. Prices in this sample are invented and would be replaced by a signed quotation.

Scope

- Weekly delivery, Tuesday morning, to the two addresses you name.
- Replacement of any pack that is damp or poorly sealed, if you tell us within two working days.
- A simple invoice at the end of each week.

What is not included

Menu design, kitchen staffing, and any exclusivity. If you want a house blend, that would be a separate brief.

Yours sincerely,
Hari Menon
Nila Spices (fictional)