

Proposal Preparation Checklist:

- I have read and fully understood the request for product/service in the M&CPEI Lead
- I am submitting the proposal on time
- The product/service I describe is directly related to the M&CPEI Lead
- I have given enough information so someone who is unfamiliar with my business and offerings will have the information they need to choose my company
- I have included my full contact information
- Any pictures are clear, good quality, and relevant to the Lead (e.g., season)
- Proposal content and format is presented consistently
- I have had someone else read the proposal for quality control
- If using a proposal template or updating a previous submission, I have searched for words from the source documents (e.g., other client's name)
- I have converted my proposal into an Adobe PDF document
- I have checked the size of the proposal file and it is under 10 MB