

**NOTE TO ENC 3250 STUDENTS:** This document was submitted by a student in my Spring 2007 class. You may use this as guidance for your own business proposal, but do not imitate the wording verbatim. You must do your own work on the assignment, using your own ideas, wording, headings, and structure. Note that the proposal is single-spaced, but the business report is double-spaced. A Gantt chart for the project workplan is required.

**Proposal to McGuire & Robbins, P.A.  
Sarasota, Florida**

**by  
Gavel Document Solutions  
Sarasota, Florida**

**ACCURATE, QUICK, & HIGH-QUALITY  
COPYING/PRINTING DOCUMENT SOLUTIONS**

**March 7, 2007**

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**BACKGROUND.** We are thrilled to provide McGuire & Robbins, P.A. (“M&R”) with this proposal in an effort to solve M&R’s copying/printing needs. During a typical business day, M&R’s staff finds itself expending a significant part of the day copying and printing documents. This internal operation is costly and inefficient. Gavel will provide a cost-effective, accurate, quick, and high-quality copying and printing service.

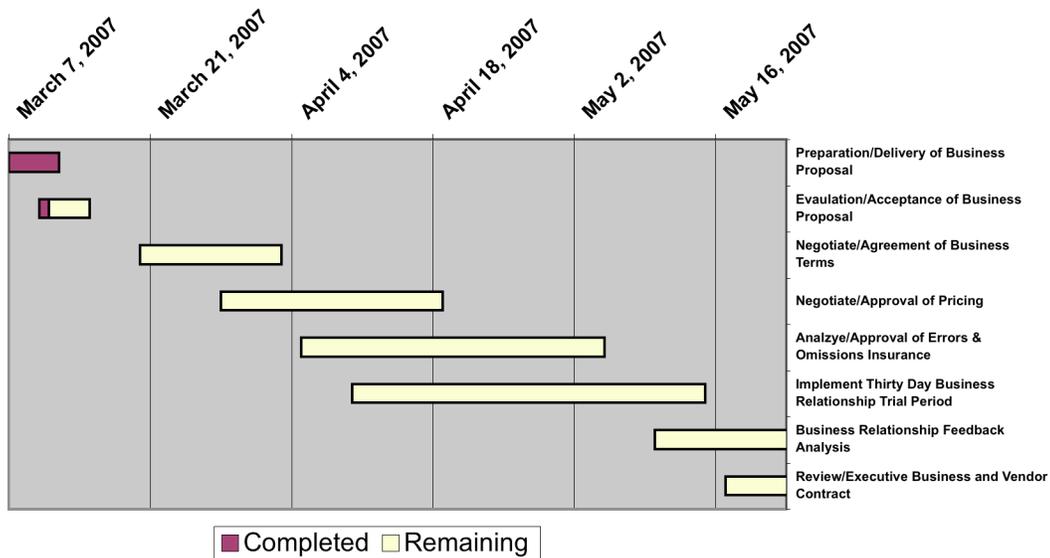
**MISSION AND SCOPE.** Gavel integrates and applies industry-leading expertise and innovative technology that will help M&R meet complex document workflow demands. M&R will no longer have to dedicate time and effort on copying large appeals, briefs, etc. The time being saved using our service will allow M&R to focus more on the legal process than the administrative process.

**PROJECT APPROACH AND DELIVERABLES.** Our process will be customized to M&R’s needs and wants. The following table reflects M&R’s needs, what Gavel can do for M&R, and the specific tasks Gavel will perform for M&R.

<b>WHAT M&amp;R NEEDS</b>	<b>WHAT GAVEL CAN DO</b>	<b>DELIVERABLES</b>
Copy/Print of Original Documents	Pick-up original document and return original with copies to M&R	After order is placed, relationship manager will pick up original document from M&R, requested order is performed, relationship manager returns original document and copies to M&R

Copy/Print of Electronic Documents	Electronically receive document and return copy/print documents to M&R	After order is placed electronically, requested order is performed, relationship manager returns copy/print documents to M&R
Copying/Formatting of Legal Disk	Handle copying/printing to/from legal disks and format legal disks in appropriate software	After order is placed by phone or electronically, relationship manager will pick up original legal disk from M&R or download the pertinent documents from M&R's database, copy and format disk in required software, return the original and/or copy of legal disk to M&R
Cost-Effective Service	Provide a low-cost way to copy and/or print legal documents	Copy/print documents are priced by page count and volume not by man hours (see project budget)
Timely Service	Provide a quick exchange of orders and documents	Relationship managers will communicate with M&R on a daily basis and we will provide a job completion time estimate upon receipt of job order from M&R
Accurate Service	Provide an accurate copy or print service as requested by M&R	Details will be confirmed by relationship manager with M&R upon order receipt and upon order completion relationship manager will review documents for accuracy.

**PROJECT WORKPLAN AND TIMELINE.** The following GANTT chart illustrates the workplan and timeline from delivery of Gavel's proposal to execution of the business/vendor contract.



Upon commencement of Gavel and M&R's business/vendor relationship, we will provide M&R with a daily status report and a weekly budgeting report. The budgeting report will be on each project which will allow M&R to control expenses.

**PROJECT STAFFING.** We will assign one project manager and two relationship managers to M&R. The team will guarantee a smooth and efficient exchange of documents. A brief resume of the three individuals assigned to M&R is as follows:

Karen White, Project Manager – Karen has a B.A. in Business and graduated in the top five percent of her class. Additionally, she completed a five week course with the federal court system on court requirements and procedures. Karen has been with Gavel for over twelve years. Karen assisted in the development of our automated tracking system. This system allows our clients to access their account and check on the status of current projects. She will answer any questions pertaining to special projects, costs, and the workflow process. She will also ensure we have an open line of communication with M&R.

Kenneth Walker, Relationship Manager – Kenneth has been with Gavel for five years. He originally worked in the legal field in the document production department as a copier technician. Kenneth is familiar with the court system and its deadlines. Kenneth will work with M&R on a daily basis. He will arrange pick-ups and deliveries.

Sharon Jefferson, Relationship Manager – Sharon has been with Gavel for two years. She previously worked with a large law firm as a legal assistant. She is aware of the court system’s document standards and procedures. Sharon will also work with M&R on a daily basis. She will provide M&R with daily status reports along with weekly budget reports.

**PROJECT BUDGET.** The volume of documents managed and related costs in the legal field are large in scope. Law firm analysts report that documents can consume up to 15 percent of company revenue. Legal documents are a high-impact area and, ironically, few law firms have a document strategy in place to address these hidden costs.

We price orders by page count and volume not by man hours, as shown below:

# Orders (Monthly)	Per Page Black/White	Per Page Color	Document CD - Each CD	Electronically Submitted Print Orders Per Page
1-25	\$ .40	\$ .45	\$8.95	\$ .35
26-50	\$ .35	\$ .40	\$7.95	\$ .30
51-75	\$ .30	\$ .35	\$6.95	\$ .25
Over 75	\$ .25	\$ .30	\$5.95	\$ .20

Our prices include: pick-up of original documents from M&R, copying and/or printing, delivery, daily status reports, weekly budget reports and 24/7 access to our automated tracking system.

**QUALIFICATIONS.** Since 1992, Gavel has grown to over 1500 employees and 500 offices across the world. We currently provide our services to the U.S. Supreme Court along with several federal and state courts. Additionally, we have one of the broadest portfolios of products and services in the industry. M&R’s assigned project manager and relationship managers have a combined twenty years of experience in the industry.

**CONCLUSION.** Gavel’s customers are at the center of everything we do. Every action we take is aimed at accuracy, speed, and excellence. We will assist M&R by decreasing the amount of effort and time dedicated to copying and printing tasks. We are able to provide M&R with a service that would not only cut costs but increase profits. We know M&R will see an immediate impact on company resources and revenue. We are ready to

become M&R's copying and printing vendor in Sarasota and look forward to building our relationship throughout Florida.

### **Sources Consulted [these should remain single-spaced]**

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