

EXAMPLE CONSULTANT QUOTE

26 October 2018

Ms Goodie Two-Shoes
Local People from Elsewhere Association
PO BOX 119782
WENTWORTHVILLE NSW 1835
lpfea@hotmail.com

Dear Goodie,

Please find the quotation for our services for your proposed grant application below.

Quantity	Description	Unit Price	Total Price
4	Fortnightly workshops (3hrs each) for stall holders to support the development of knowledge of how to run a small business and support to develop a business plan (a)	\$200.00	\$800.00
4	Fortnightly workshops for the committee on the business of running their event, developing a business plan for the event including a marketing strategy (b) to source funds and sponsorship for the event.	\$200.00	\$800.00
1	Write business plan	\$500.00	\$500.00
24	Monthly telephone supervision sessions	\$50.00	\$1200.00
SUB-TOTAL			\$3300.00
GST			\$330.00
TOTAL			\$3,630.00

I hope this quotation meets your needs.

Yours sincerely,



Bernadette Harris
Managing Director
Harris Bromly Pty Ltd

Quote valid until January 31, 2020.

End quote

EXAMPLE CONSULTANT SKILLS/EXPERIENCE

CONSULTANT: Bernadette Harris BPsySc., GradCertTrain, MBA,

Bernadette offers creative approaches and entrepreneurial thinking. Her work is focused on improving performance – individual and organisational. She has many years of experience facilitating action learning/research programs that assist organisations, at the grass roots level, to find solutions and produce lasting change. Bernadette's approach encourages collaborative, learning oriented behaviours. She's interested in Web 2.0 technologies and their application to learning and management.

Her contributions to improved business performance range from organisational reviews, conference presentations, the facilitation of seminars and action learning / action research projects to the design of work based and e-learning strategies and programs. Areas of speciality include: using technology to improve team performance, strategic thinking, leadership from within, small business, decision making, e-learning, facilitating change and developing emotional intelligence.

Bernadette has conducted small business projects for the Commonwealth, has received funding to run small business programs for local micro businesses, she has developed small business support materials and has developed small business training programs for NSW State and Regional Development. She has prepared many business plans for both NGOs and for profit small businesses.

She has developed an e-learning program on e-commerce for Westpac, designed the e-Supply Chain Management subject of the Graduate Certificate in Management (Logistics) for the University of Western Sydney and facilitated action learning projects for BORAL CMG. She has considerable experience with competency based assessment and has worked on many projects that relate to the operations of the National Training System.

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