



## PRE-PROPOSAL INFORMATION PACKET

The purpose of this pre-proposal information packet is for our prospective clients to articulate their Transportation needs. Simply put... what are *your* needs? What, where, and why do you need Transportation? The information that you provide us will help us understand your individual, corporate or company's Transportation needs. The information we receive from your organization in this pre-proposal information packet will allow our security and transportation professionals to focus on *your* individual situation and transportation/security needs.

Next, if applicable, what are *your* realistic expectations, desired outcomes and measurable results? What type of business are you? What are the locations, times, dates, or the duration of your transportation needs? Please take your time and think this information through carefully. Be accurate and specific and give us as many details as you can. The more we know, the better we can serve you and *your* needs.

**EXCLUSIVE TRANSPORTATION**

Jeeves Exclusive Transportation is client centered, and we offer a wide range of specialized transportation and security services that are individually designed to meet the needs of each client. The more information that you can provide for us in this pre-proposal information packet, the better we will understand *your* specific needs. This will allow our experts to *address your*

*individual* needs, and for us to begin to build a personal, successful, and long-lasting working relationship.

Pre Proposal Information Packet (PIIP)

Your Company's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Fax No \_\_\_\_\_ Best Time to Call \_\_\_\_\_

Type of Business \_\_\_\_\_

\*\*Please give a good faith estimate as to the amount of billable hours per week your company will need for transportation or security \_\_\_\_\_

Approx. how many cars/agents per day will you need \_\_\_\_\_

Names and Titles of Contact Persons: 1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

What is Your Time Line \_\_\_\_\_ Please  
give us (2) available dates and times for a proposal meeting; please allow enough time  
(approx. 15 – 20 min) for a meaningful and productive meeting.

First Date \_\_\_\_\_ Time \_\_\_\_\_

Second Date \_\_\_\_\_ Time \_\_\_\_\_

The name of the person or persons our representative or representatives will be meeting with  
\_\_\_\_\_

WHAT IS YOUR TRANSPORTATION/SECURITY NEEDS? \_\_\_\_\_

WHAT ARE YOUR REALISTIC OUTCOMES AND MEASURABLE RESULTS?

Use a much space as need and feel free to use the backs of these pages if needed.

WHAT WOULD YOU LIKE TO TELL US ABOUT YOUR PRODUCTION THAT YOU  
WOULD WANT US TO  
KNOW? \_\_\_\_\_

HOW CAN WE BEST SERVE YOU? \_\_\_\_\_

Thank you for taking the time to fill out this pre-proposal information packet. We look forward to meeting and working with you.

*Jeeves*  
EXCLUSIVE TRANSPORTATION

Respectfully Submitted,