



Audit Vault — Proposal Template

Audit Vault | hello@auditvault.org | www.auditvault.org



AUDIT VAULT



Proposal for SOC-2 Readiness Services *[Client Company Name]*

Prepared by: Randal Quinn, Founder — Audit Vault

Prepared for: [Client Name], [Title]

Date: [Current Date]

Valid through: [Date + 30 days]

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Executive Summary

Thank you for the opportunity to discuss [Client Company Name]'s SOC-2 journey. Based on our conversation on [Date], I understand that:

- You need SOC-2 to [close enterprise deals / meet customer requirements]
- Your timeline is [specific timeline]
- Your team size is [number] employees
- Your primary systems include [AWS / GCP / Azure, SaaS tools]

This proposal outlines a partnership designed specifically for bootstrapped founders — practical, predictable, and priced to deliver exceptional value without the overhead of Big Four consulting firms.

ABOUT AUDIT VAULT

Audit Vault is a SOC-2 readiness consultancy built specifically for bootstrapped founders and early-stage SaaS companies. We bridge the gap between expensive Big Four firms and impersonal automation platforms — delivering hands-on policy writing, gap analysis, and audit preparation at a fixed fee.

- Fixed-fee pricing — no surprises
- Founder-to-founder empathy — we understand bootstrapped constraints
- Hands-on work — not just templates
- Clear timeline with weekly milestones

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Our Recommendation

FOUNDATION AUDIT — ONE-TIME ENGAGEMENT

INVESTMENT	TIMELINE
\$8,000 – \$15,000	8 – 10 Weeks
one-time	with weekly milestones

What's Included:

- Scoping workshop and formal scope memo defining audit boundaries
- Gap analysis against all 9 Common Criteria (CC1–CC9)
- 5–7 custom security policies written for your specific tools and team
- Implementation roadmap with prioritized action items
- Mock audit readiness review (Weeks 9–10)
- 30-day post-project email support
- Auditor referral included — vetted CPA firms that specialize in SOC-2

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Optional Ongoing Support

After the Foundation Audit, maintain your compliance posture and prepare for your annual SOC-2 Type II with one of these ongoing options.

Service	Price	Description
Essential Membership	\$1,000/month	Quarterly strategy reviews, 48-hr email support, policy updates, template library, cancel anytime
Strategic Membership	\$2,000/month	Monthly strategy calls, unlimited email support (24-hr), audit prep support, all Essential benefits, cancel anytime
Mock Audit	\$3,500 (one-time)	Full auditor simulation, evidence review, gap identification before your official audit
Team Training	\$3,500/session	Custom workshops for engineering, leadership, or ops teams on SOC-2 compliance

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Why This Investment Makes Sense

COST COMPARISON

Path	Estimated Cost	Risk / Notes
DIY with templates	\$5k–\$10k + your time	High — gaps likely, audit may fail
Big Four consulting	\$50k–\$150k	Low — but expensive and impersonal
Internal hire (security eng)	\$120k+/year	Medium — takes 6–12 months to ramp
Audit Vault Foundation Audit	\$8k–\$15k one-time	Low — fixed fee, founder-focused

The bottom line: Audit Vault delivers Big Four quality at a fraction of the cost — with a consultant who actually understands bootstrapped constraints.

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Next Steps & Acceptance

TO ACCEPT THIS PROPOSAL

1. Sign below and return this page via email to hello@auditvault.org
2. Submit 50% deposit via Stripe: <https://buy.stripe.com/fZu00j6bV8aXdRl9sq08g06>
3. Receive kickoff call booking link within 24 hours

Questions? Email hello@auditvault.org or visit www.auditvault.org

Client Signature

Randal Quinn, Founder — Audit Vault

Signature

Signature

Printed Name / Title

Date

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Terms & Conditions

PAYMENT TERMS

- **Deposit:** 50% of total engagement fee is required to book the kickoff call and begin work.
- **Final Payment:** Remaining 50% is due upon delivery of the final SOC-2 readiness report.
- **Payment Methods:** Stripe (preferred) or bank transfer. Contact hello@auditvault.org for bank details.
- **Custom Plans:** Contact hello@auditvault.org to discuss alternative payment schedules.

PROPOSAL VALIDITY

- This proposal is valid for **30 days** from the date issued.
- Pricing is subject to change after the validity period.
- Scope may be adjusted based on discovery call findings — any changes will be communicated in writing.

SCOPE AND DELIVERABLES

- All deliverables are outlined in the Recommendation section of this proposal.
- Additional work outside the agreed scope will be quoted separately.
- Audit Vault is a readiness consultant — we are not an accredited SOC-2 auditor. We prepare you for the audit; you engage a separate CPA firm to perform the official audit.

CONFIDENTIALITY

- Both parties agree to keep the terms of this proposal and all shared information confidential.
- Client data will not be shared with third parties without written consent.

Ready to get started? Sign the acceptance page, submit your deposit, and we'll have your kickoff call booked within 24 hours.

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