Negotiation preparation and concession sheet

Diagnose the request and compare an approved commercial package before offering a concession.

Your reusable working template 1/2

1. Complete the blank template before the negotiation; verify costs with finance.
2. Separate the buyer's stated constraint from your interpretation.
3. Calculate the whole package, including support, payment terms and customer-specific work.
4. Attach an explicit, feasible condition to any approved concession and record the final scope and price together.

Buyer request and stated approval constraint

Current package: scope, timing, responsibilities and price

Finance-approved cost basis: gross profit or contribution

Discount calculation and assumptions

A practical Tibyan working aid, not a validated assessment. Example is hypothetical; adapt decisions and figures to your context. Do not enter sensitive information in a shared copy.

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Your reusable working template 2/2

Alternative package A: scope, price, service and condition

Alternative package B: scope, price, service and condition

Authority limits, required approvals and unresolved risks

Agreed next step, owner, date and final written package

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Completed hypothetical example 1/2

Buyer request and stated approval constraint

Buyer requests 10% reduction; pilot budget does not cover two lines.

Current package: scope, timing, responsibilities and price

Two production lines; initial proposal; scope and timeline need delivery approval.

Finance-approved cost basis: gross profit or contribution

Illustrative unit price100, variable cost70; cost of sales assumed70 for this example.

Discount calculation and assumptions

Price90 gives contribution20 versus30;33.3% reduction;150 versus100 units restores3,000 contribution only if unit costs stay constant.

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Completed hypothetical example 2/2

Alternative package A: scope, price, service and condition

One-line pilot; delivery to price the reduced scope; customer completes agreed data preparation.

Alternative package B: scope, price, service and condition

Keep two-line scope; consider a later supported delivery slot if finance and delivery confirm an economic benefit; no automatic discount.

Authority limits, required approvals and unresolved risks

Salesperson cannot approve either revised package alone; finance checks economics and delivery checks capacity.

Agreed next step, owner, date and final written package

Salesperson sends complete revised package only after approvals; buyer confirms whether revised outcome meets the initial need.

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