

Construction Proposal Template

PROJECT NAME			
JOB LOCATION			
ESTIMATED START DATE		ESTIMATED FINISH DATE	

OWNER INFORMATION		CONTRACTOR INFORMATION	
OWNER COMPANY NAME		CONTRACTOR COMPANY NAME	
OWNER CONTACT NAME		CONTRACTOR CONTACT NAME	
ADDRESS		ADDRESS	
OWNER PHONE		CONTRACTOR PHONE	
OWNER EMAIL		CONTRACTOR EMAIL	

PROJECT SUMMARY

SCOPE OF WORK

TIMELINE WITH KEY MILESTONES

MATERIALS AND SERVICES NOT INCLUDED

AGREEMENT TERMS

PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF

ACCEPTANCE OF PROPOSAL

Proposed costs, specifications, and conditions detailed above are accepted, and specified work is authorized to begin on the agreed upon date. Payment for services rendered will be made as specified.

AUTHORIZED
CLIENT SIGNATURE

DATE OF
ACCEPTANCE

COST BREAKDOWN

QTY	MATERIAL	RATE	TOTAL
TOTAL MATERIALS			

LABOR	HOURS	RATE	AMOUNT
TOTAL LABOR			

MISCELLANEOUS CHARGES	
TOTAL MISCELLANEOUS	

TOTAL MATERIALS	
TOTAL LABOR	
TOTAL MISCELLANEOUS	
SUBTOTAL	
TAX RATE	
TOTAL TAX	
TOTAL	

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