**RESIDENTIAL CONSTRUCTION**

**PROPOSAL TEMPLATE**

**YOUR**

**LOGO**

CONSTRUCTION

PROPOSAL

PREPARED FOR

[CLIENT NAME]

PREPARED BY

[COMPANY NAME]

[Point of Contact Name]

[Address Line 1]

[Address Line 2]

[Address Line 3]

[Phone: 000-000-0000]

[Fax: 000-000-0000]

[Email Address]

[Company Web Address]

DATE PREPARED

[00/00/0000]

Quote is valid for 30 days

COVER

LETTER

00/00/0000

Dear [Client First and Last Name],

[Discuss your company.]

[Describe what you have to offer and any company-backed guarantees.]

Sincerely,

[Signature]

[Sender First and Last Name]

[Sender Company Name]

[Sender Phone]

[Sender Email Address]

ABOUT OUR

COMPANY

[COMPANY NAME]

[Address Line 1]

[Address Line 2]

[Address Line 3]

[Phone: 000-000-0000]

[Fax: 000-000-0000]

[Email Address]

[Company Web Address]

YEAR ESTABLISHED:2004

NUMBER OF EMPLOYEES:22

CERTIFICATIONS:

[Certification 1]

[Certification 2]

LICENSE:

[License Issuer Name; Valid Through: 00/00/0000]

ABOUT US:

[Describe your company and the services you offer.]

[Share any additional details that would be appealing to your potential client.]

REFERENCES

PAST AND PRESENT CLIENTS

[CLIENT 1]

[CONTACT PERSON 1]

[000-000-0000]

[CLIENT 2]

[CONTACT PERSON 2]

[000-000-0000]

[CLIENT 3]

[CONTACT PERSON 3]

[000-000-0000]

SCOPE

OF WORK

[Discuss client expectations and home plans. Provide images, if applicable.]

[Include a comprehensive list of all work you will perform.]

[Provide details of materials used, colors, models, and specifications.]

[Detail processes for site cleanup.]

MATERIAL OVERVIEW

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | QUANTITY | PRICE | AMOUNT |
|  |  |  |  |
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LABOR OVERVIEW

|  |  |  |  |
| --- | --- | --- | --- |
| LABOR | HOURS | RATE | AMOUNT |
|  |  |  |  |
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ESTIMATE

|  |  |
| --- | --- |
| DESCRIPTION | AMOUNT |
| MATERIAL TOTAL |  |
| LABOR TOTAL |  |
| ADDITIONAL COST 1 |  |
| ADDITIONAL COST 2 |  |
| ADDITIONAL COST 3 |  |
| ADDITIONAL COST 4 |  |
|  |  |
| SUBTOTAL |  |
|  |  |
| TAX |  |
|  |  |
| TOTAL |  |

EXCLUSIONS

Items to consider:

• Vehicle Liability

• Damages

• Indemnification

• Hazardous Materials

INSURANCE

[Provide insurance details.]

WARRANTY

[Give a statement of any labor and/or material warranty you offer.]

TERMS AND

CONDITIONS

Provide details of Terms and Conditions.

Areas to consider:

• Agreement Statement

• Payment Terms

• Late Payments and Service Charges

• Work Schedule

• Weather Implications

• Owner Responsibilities

• Changes in Contract

• Material Delivery

• Job Site Cleanup

• Insurance

• Permits

AGREEMENT

[Include statement of agreement. For example, “Client has XX days from the date of signature to cancel this agreement.”]

AGREEMENT APPROVAL SIGNATURES

|  |  |  |
| --- | --- | --- |
| SENDER NAME |  | CLIENT NAME |
|  |  |  |
|  |  |  |  |  |
| SENDER SIGNATURE | DATE OF SIGNATURE |  | CLIENT SIGNATURE | DATE OF SIGNATURE |
|  |  |  |  |  |

|  |
| --- |
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