[](http://bit.ly/2KWbiXm)**RESIDENTIAL CONSTRUCTION**

**PROPOSAL TEMPLATE**

**YOUR**

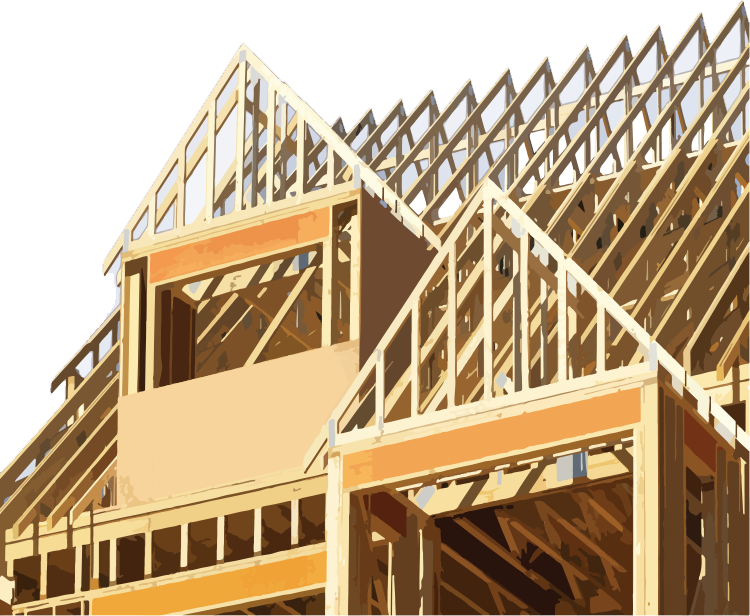
**LOGO**

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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

LABOR OVERVIEW

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

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 |
|  |  |  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |