**ROOFING PROPOSAL TEMPLATE**

**YOUR**

**LOGO**

ROOFING

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]

ROOF

EVALUATION

Provide a breakdown of current roof conditions, if applicable.

Discuss the existing structure, including the composition and planned improvements.

Insert photos to illustrate the points you’ve made.

SCOPE

OF WORK

Include a comprehensive list of all the work you will perform.

• What you’ll remove

• What you’ll install

• Insulation

• Fascia

• Adhesive

• Sealants

• Etc.

SPECIFICATIONS

Describe expected daily tasks, such as weather prep and debris removal.

Include any codes or recommended guidelines that you intend to follow.

PRODUCT 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 |  |

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

WARRANTY

Give a statement of any labor and/or material warranties that you offer.

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]

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