[](https://goo.gl/exXadz)**BLANK JOB PROPOSAL TEMPLATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P R O P O S A L** | | | | | | | | |
| **PROPOSAL SUBMITTED TO** |  | | | | | | | |
| **CLIENT ADDRESS** |  | | | | | | | |
| **CLIENT PHONE** |  | | | | **CLIENT EMAIL** | |  | |
| **JOB NAME** |  | | | | **JOB NO. / ID** | |  | |
| **DATE SUBMITTED** |  | | | | **DATE OF PLANS** | |  | |
| **JOB DETAILS** | | | | | | | | |
|  | | | | | | | | |
| **COST** | | | | | | | | |
| **TOTAL COST OF MATERIALS & LABOR** | |  | **PAYMENT TERMS** |  | | | | |
| **AGREEMENT TERMS** | | | | | | | | |
|  | | | | | | | | |
| **AUTHORIZED PREPARER SIGNATURE** | |  | | | | **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** | |  |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** | |  |

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