**BLANK JOB PROPOSAL TEMPLATE**

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| **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| **AUTHORIZED PREPARER SIGNATURE** |  | **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** |    |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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