LOGO

Your business name

Address · Phone · Email

License #: _____

PROPOSAL

PROPOSAL #	
DATE	
VALID UNTIL	

PREPARED FOR (NAME, PHONE, EMAIL)	JOB ADDRESS
PROJECT	**BASED ON WALKTHROUGH OF (DATE) / PLANS DATED**

1. PROJECT SUMMARY

2. SCOPE: AREA OR PHASE / WORK INCLUDED (MATERIALS, SIZES, MODELS) / AMOUNT

3. OPTIONS

OPTIONS	DESCRIPTION	PRICE	CHOOSE
A			☐
B			☐
C			☐

4. ALLOWANCES

ALLOWANCES	ALLOWANCE	NOTES

If the customer's selection costs more or less than an allowance, the difference is added or credited on a signed change order.

Base price (scope above)	
Options chosen	
Tax	
Total proposal price	

5. NOT INCLUDED (EXCLUSIONS)

6. ESTIMATED START / DURATION	WATER OR GAS SHUTOFF DAYS, INSPECTIONS

7. PAYMENT SCHEDULE	WHEN DUE	AMOUNT
Deposit	On acceptance	
Progress payment	Rough-in complete / inspection passed	
Final payment	On completion	

8. Terms. Price valid until the date above. Permits obtained by: □ Contractor □ Customer; permit fees □ included □ extra, at cost. Conditions that couldn't be seen at the walkthrough (behind walls, under floors, below ground) are quoted before any extra work, and changes are made only by signed change order. Workmanship warranty: _____. Equipment carries the manufacturer's warranty.

9. Acceptance. By signing, the customer accepts this proposal, the options checked above and these terms. A service agreement and any notices required by law are attached: □ Yes □ Not applicable.

CUSTOMER SIGNATURE AND DATE	CONTRACTOR SIGNATURE AND DATE

This template is general information, not legal advice. Check your state's rules on deposits, contract wording and cancellation notices before use.