PROPOSAL

Project proposal

Project _____

Prepared for _____

Project address _____

Proposal # _____

Date _____

Valid until _____

[Your company name]

[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

ABOUT US

Who you are, how long you've been in business, your license and insurance, and what it's like to work with you

PROJECT UNDERSTANDING

What you told us

The client's goals, must-haves and concerns, in their words

What we'll do

A short summary of the work you're proposing and the result

YOUR OPTIONS

Each option includes the work in the attached scope of work. The differences are shown below.

	GOOD	BETTER	BEST
Option name			
What's included			
Materials and finishes			
Upgrades			
Estimated duration			
Price			

INVESTMENT SUMMARY

Selected option	
Base price	$
Upgrades selected	$
Allowances included	$
Total investment	**$**

Payment schedule

PAYMENT	WHEN IT'S DUE	AMOUNT
Deposit	At signing	
Progress payment		
Progress payment		
Final payment	At substantial completion	

TIMELINE

PHASE	ESTIMATED DURATION	TARGET DATES
Design and selections		
Permits and approvals		
Ordering and lead times		
Construction		
Final walkthrough and punch list		

NEXT STEPS

1. Review the options and call us with any questions.
2. Choose an option and sign the acceptance below.
3. We send the contract and scope of work for signature, with the deposit invoice.
4. We schedule your selections meeting and confirm your start date.

ACCEPTANCE

Option selected: ☐ Good ☐ Better ☐ Best

By signing, you accept the option checked above at the price shown. We will prepare a written contract with the full scope, payment schedule and terms. This proposal is good until the date on the cover.

Client

Signature

Printed name Date

Contractor

Signature

Printed name Date