Project Proposal

Project and proposal information

PROJECT NAME		DATE OF PROPOSAL
CLIENT OR COMPANY NAME		PROPOSAL NO.
PROJECT LOCATION		PROPOSAL VALID UNTIL
PROPOSAL PREPARED BY	TITLE	PHONE OR EMAIL

Scope of work

Describe the work to be performed, including special conditions, exclusions, assumptions, and anything the client supplies.

Itemized cost breakdown

One line item per row. List labor, materials, equipment, permits, and subcontracted work separately.

DESCRIPTION OF WORK	QUANTITY	UNIT COST ($)	TOTAL COST ($)

Totals

Subtotal:	
Tax rate (percent):	
Tax amount:	
Total proposal amount:	

Schedule and payment terms

PROPOSED START DATE	ESTIMATED COMPLETION	WORKING HOURS OR DAYS
DEPOSIT DUE AT SIGNING	**PAYMENT SCHEDULE**	**PERMITS AND FEES BY**

Additional notes and terms

Payment terms, schedule, warranty period, permit responsibility, and any exclusions the client should review before signing.

Sign-off

Authorized signature: Date:

Printed name: Title:

Client acceptance

Signing below accepts the scope of work and the price shown above and authorizes the work to proceed.

Client signature: Date:

Printed name: Title: