

Project and bid information

PROJECT NAME		DATE OF BID
CLIENT OR COMPANY NAME		BID NO.
PROJECT LOCATION		BID VALID UNTIL
BID 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 bid:

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: _____