**COMMERCIAL CONSTRUCTION PROPOSAL**

**Prepared For**

*[Client Name]*

**Prepared By**

*[Company Name]*

*[Point Of Contact Name]*

*[Address Line 1]*

*[Address Line 2]*

*[Address Line 3]*

*[Phone: 000-000-0000]*

*[Fax: 000-000-0000]*

*[Email Address]*

*[Company Web Address]*

**Date Prepared**

*[00/00/0000]*

Quote Is Valid For 30 Days

**Project Scope**

*[Include a comprehensive list of all work you will perform.]*

*[Provide details of materials used, colors, models, and specifications.]*

*[Detail processes for site cleanup.]*

*[Discuss client expectations.]*

**Project Schedule**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Start Date** | **End Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**About Our Company**

*[Company Name]*

*[Address Line 1]*

*[Address Line 2]*

*[Address Line 3]*

*[Phone: 000-000-0000]*

*[Fax: 000-000-0000]*

*[Email Address]*

*[Company Web Address]*

Year Established:2004

Number Of Employees:22

**Certifications:**

*[Certification 1]*

*[Certification 2]*

**License:**

*[License Issuer Name; Valid Through: 00/00/0000]*

**About Us:**

*[Describe your company and the services you offer.]*

*[Share any additional details that would be appealing to your potential client.]*

**Project Examples**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Description** | **Owner** | **Duration** | **Cost** |
|  |  |  |  |  |
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**Roles And Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Responsibilities** |
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**Material Overview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Price** | **Amount** |
|  |  |  |  |
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|  |  |  |  |
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|  |  |  |  |
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**Labor Overview**

|  |  |  |  |
| --- | --- | --- | --- |
| **LABOR** | **HOURS** | **RATE** | **AMOUNT** |
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**Estimate**

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT** |
| Material Total |  |
| Labor Total |  |
| Additional Cost 1 |  |
| Additional Cost 2 |  |
| Additional Cost 3 |  |
| Additional Cost 4 |  |

**Terms And Conditions**

Provide details of Terms and Conditions.

Areas to consider:

• Agreement Statement

• Payment Terms

• Late Payments and Service Charges

• Work Schedule

• Weather Implications

• Owner Responsibilities

• Changes in Contract

• Material Delivery

• Job Site Cleanup

• Insurance

• Permits

**Exclusions**

Items to consider:

• Vehicle Liability

• Damages

• Indemnification

• Hazardous Materials

**References**

Past And Present Clients

*[Client 1]*

*[Contact Person 1]*

*[000-000-0000]*

*[Client 2]*

*[Contact Person 2]*

*[000-000-0000]*

*[Client 3]*

*[Contact Person 3]*

*[000-000-0000]*