**BID PROPOSAL**

**Client information**

Name  
Address  
Phone number  
Email address

**Contractor information**

Name  
Address  
Phone number  
Email address

**Job name:**Name of project

**Job summary:** Brief overview of the project and how your company plans to provide its expertise to complete it. List of the tasks that your company would perform, including key deliverables.

**Proposed project budget:** Estimated cost of the project, including details that could alter it.

**Terms and conditions:**Details about expectations, variables that could affect the proposal and additional responsibilities.

**Project timeline:** You can either list the start and completion date for the project or provide a general timeframe for once an agreement has been reached.

**Client signature:**Leave a space for the client to sign and date.

**Contractor signature:** Leave a space for the company representative to sign and date.