[Your Company Name]

[Street address, city, state]
[Phone] | [Email]
[License information, if your state requires it]

Replace every [bracketed item] with your own details, delete any line you do not need, then delete this line.

Construction Proposal

Project information

Proposal for: [Project name]

Date: [Date]

Valid until: [Date this proposal expires]

Prepared for: [Client name]

Client contact: [Name, phone, email]

Project address: [Project address]

Scope of work

[Describe the work in plain language: what will be built, repaired or replaced, and where.]

- [Scope item]
- [Scope item]
- [Scope item]

Inclusions

The price in this proposal includes:

- [Inclusion: labor, materials, permits, cleanup or other items covered]
- [Inclusion]

Exclusions and assumptions

The price in this proposal does not include:

- [Exclusion: work or materials that are not part of this proposal]
- [Exclusion]

This proposal assumes:

- [Assumption: a condition the price depends on, such as site access or existing conditions]
- [Assumption]

Price

Total price: [Total price]

Price basis: [Lump sum, unit price or time and materials]

Description	Amount
[Line item]	[Amount]
[Line item]	[Amount]

The price may change if: [Changes to the scope, unforeseen conditions or owner selections that would affect it].

Schedule

Start date: [Start date]

Estimated duration: [Estimated duration]

Expected completion: [Completion date]

Schedule depends on: [Weather, material lead times, inspections, client decisions]

Payment terms

- [Deposit: amount and when it is due]
- [Progress payment: milestone and amount]
- [Final payment: amount and when it is due]
- [Late payment terms, if any]

Warranty and notes

Warranty: [Your warranty terms]

Changes to the work: [How changes are requested, priced and approved in writing]

Other notes: [Anything else the client should know]

Acceptance

By signing below, both parties accept this proposal.

Contractor: _____ Date: _____

[Contractor name and title]

Client: _____ Date: _____

[Client name]