

CONSTRUCTION PROPOSAL

Company: _____ License #: _____ Phone: _____ Email: _____

Proposal #: _____ Date: _____ Valid until: _____

1. PREPARED FOR

Client	Phone	Email	Job site address

2. PROJECT SUMMARY

One or two sentences: what you will build, where, and what the client ends up with.

3. SCOPE OF WORK

#	Item and description	Qty	Unit	Unit price	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
				Subtotal	
				Sales tax (if any)	
				TOTAL	

4. ALLOWANCES

Items the client still picks. Anything over the allowance is added by change order.

Item	Allowance

5. NOT INCLUDED

- Permits and permit fees (unless listed in the scope above)
- Survey, soil testing and engineering
- Utility hookup and tap fees
- Landscaping, fencing and irrigation

- Appliances, furniture and window coverings
- Repairs to hidden damage found after work starts (priced by change order)

6. TIMELINE

Start date: _____ Estimated finish: _____

Phase	Start	Finish
Site prep and foundation		
Framing and roof		
Rough-ins and inspections		
Insulation, drywall and finishes		
Final walkthrough		

Dates can move for weather, inspections, material delays and change orders.

7. PAYMENT SCHEDULE

Example draw schedule. Check your state's rules on deposits.

Milestone	%	Amount	Due
Deposit, due when this proposal is signed	10%		
Foundation complete	20%		
Framing and roof complete (dried in)	25%		
Rough-ins pass inspection	20%		
Finishes complete	20%		
Final walkthrough and punch list done	5%		

8. CHANGE ORDERS

Any change to the scope, materials or schedule is written up as a change order with its price and its effect on the timeline. Work on a change starts after both of us sign it.

9. WARRANTY

10. OTHER TERMS

11. ACCEPTANCE

Signing below accepts this proposal, its price and its terms.

	Client	Contractor
Name		
Signature		
Date		