**Contractor Proposal**

**[Contractor’s Business Name]**  
[Address]  
[City, State, ZIP]  
[Phone Number]   
[Email Address]  
[Website]

**Date:** [Insert Date]

**To:**  
[Client’s Name]  
[Client’s Company/Organization]  
[Address]  
[City, State, ZIP]

**Project Proposal**

**Project Title:**

[Insert Project Title]

**Project Location:**

[Insert Project Location]

**Prepared By:**

[Contractor’s Business Name]

**1. Introduction**

We appreciate the opportunity to submit this proposal for your upcoming project. This document outlines our plan of action, scope of work, estimated costs, proposed schedule, and terms to successfully complete the project in alignment with your requirements and expectations.

**2. Scope of Work**

The following outlines the services and tasks that will be performed:

* [Task 1: e.g., Site preparation and demolition]
* [Task 2: e.g., Foundation and structural work]
* [Task 3: e.g., Electrical and plumbing installation]
* [Task 4: e.g., Interior and exterior finishing]
* [Task 5: e.g., Final inspection and cleanup]

*Note: Additional services outside the agreed scope will require a change order and may affect the cost and schedule.*

**3. Materials and Equipment**

We will provide high-quality materials and equipment required to complete the project, including but not limited to:

* [Material 1: e.g., Concrete, Grade A]
* [Material 2: e.g., Roofing materials, Manufacturer]
* [Material 3: e.g., Fixtures, Brand and Model]

All materials will comply with industry standards and specifications provided by the client.

**4. Project Timeline**

The estimated project duration is **[X weeks/months]**, beginning on **[Start Date]** and concluding on **[End Date]**, subject to weather conditions and timely approvals.

**Proposed Schedule:**

* Phase 1: [Task] – [Start Date] to [End Date]
* Phase 2: [Task] – [Start Date] to [End Date]
* Phase 3: [Task] – [Start Date] to [End Date]

**5. Cost Estimate**

The total estimated cost for the project is **$[Amount]**.

**Breakdown:**

* Labor: $[Amount]
* Materials: $[Amount]
* Equipment: $[Amount]
* Other Costs (Permits, Disposal, etc.): $[Amount]

**Total: $[Amount]**

*Note: This is an estimate. Final costs may vary based on approved changes or unforeseen conditions.*

**6. Payment Terms**

* Initial Deposit: **[Percentage or Amount]** due upon acceptance of this proposal
* Progress Payments: **[Schedule, e.g., bi-weekly or milestone-based]**
* Final Payment: **Due upon project completion and client approval**

**7. Contractor Responsibilities**

* Perform all work in a professional and safe manner.
* Maintain proper insurance and licensing.
* Adhere to applicable codes and regulations.
* Ensure quality workmanship and timely communication.

**8. Client Responsibilities**

* Provide site access and necessary approvals.
* Make timely decisions to prevent delays.
* Pay invoices in accordance with agreed terms.

**9. Acceptance**

If you find this proposal acceptable, please sign below. This will authorize us to proceed and will form the basis for drafting the final contract.

**Client Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**10. Contact Information**