Construction Proposal

Prepared for

Prepared by

[client name]

[client phone]

[client email]

[client address]

[business name]

[business phone]

[business email]

[client address]

[business name]

Proposal valid until XX/XX/XXXX

About us

**Thank you for choosing [BUSINESS NAME]**

Add in a summary of your business, like an ‘about us’ section of a website. Talk about the work you do, why you do it and what sets you apart from your competitors. A helpful tip is to include information on why you would like to work with your client and why they should choose to work with you.

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Scope of work

Add in a detailed summary of the project and what will be delivered.

Include as much information as possible so you and the client both understand what work you will complete. Below are some examples to help you get started:

* Correct measurements
* Material and finishes
* Project timeline
* If you are using subcontractors

Our process

Add in a breakdown of your processes. We've included a few examples below to help you get started.

Examples

1. Understanding your needs
2. Job details and quote
3. Design specifications
4. Key milestones in your timeline
5. Payment schedules

Job quote

Quote valid until XX/XX/XXXX

Project name:

Quote number:

Job location:

Estimated start date:

Estimated finish date:

Fill out the table below with your job costs and add anything else that is needed.

Remember to add in your markup. Some ways to do this are:

* Build it in to your material and labour costs
* Build it in to your materials cost if you have already marked up your labour costs to cover overhead costs.

|  |  |
| --- | --- |
| Description | Price |
| Materials | $ |
| Labour | $ |
| Subcontractor fees | $ |
|  |  |
|  |  |
|  |  |
|  |  |
| **Subtotal** | $ |
| **GST (15%)** | $ |
| **Total** | $ |

Terms and conditions:

Add in terms and conditions if applicable, for example payment terms or if there are any provisional costs involved if the client has not finalised their design before you give them this proposal.

Warranties

Add in any information about warranties, what happens and who is liable for any issues such as defects, faults or damage that may come up once work has started.

Testimonials

Insert some positive reviews from past clients.

A helpful tip is to include reviews about common construction concerns – such as budget, timeframe, or quality. Include high quality photos of previous work if available.

***“Replace this text with your third client testimonial”***

By [client name]

***“Replace this text with your first client testimonial”***

By [client name]

***“Replace this text with your second client testimonial”***

By [client name]

Contact

Provide contact details again for your clients to easily reach out to you with any questions or concerns about the quote or construction process.