**Construction Proposal**

|  |  |
| --- | --- |
| Customer | Contractor |
| Name: | Name: |
| Address: | Address: |
| Phone/Email: | Phone/Email: |
| Contact: | Contact: |
| Scope of Work |
| Include description of the services offered and add what materials will be used, attach the construction plan, what certifications are required, annual inspections, bond and insurance information.  |
| Cost & Payment |
| Identify the costs for the project and what the terms of payment will be.  |
| Schedule |
| What is the proposed start and end dates? Note any milestones, notice dates, approvals, easements and permitting.  |
| Relevant Authorities |
| List the roles and responsibilities of authorities involved in the project, including municipalities, affiliates and partners.  |
| Exclusions |
| Explain what work will be done by other parties that you will not be responsible for, such as work other trades will perform, warranties outside of the agreed upon terms, etc.  |
| Terms and Conditions |
| Rights and responsibilities of both parties, including expiration date for proposal.  |
| Acceptance of Proposal |
| If above prices and specifications are satisfactory, please sign and return before expiration date.  |

Signature/Date

