

Construction Proposal

Proposal # [] · Date: [] · Valid until: []

[YOUR COMPANY NAME]

[Street address] · [City, State ZIP] · [Phone] · [Email] · License # []

1. Project details

Prepared for	[Customer name(s)]
Project address	[Street, city, state, ZIP]
Phone / email	[Customer phone] · [Customer email]
Prepared by	[Salesperson / estimator name]
Proposal date	[Date]
Price valid until	[Expiration date]

2. Introduction

[One short paragraph: who your company is, how long you have been building, your license number, and why you are a fit for this project. Keep it to three sentences.]

3. Scope of work

The contractor will furnish all labor, materials, and equipment to complete the following work at the project address:

- [Site preparation — layout, excavation, haul-off, access protection]
- [Main construction phase — e.g., structure, framing, shell]
- [Trades — plumbing, electrical, gas, mechanical]
- [Finishes — e.g., tile, surfaces, fixtures, trim]
- [Cleanup, final walkthrough, and owner orientation]

4. Selections & specifications

Item	Specification / model	Notes

5. Allowances

Item	Allowance amount	Notes

Allowances are budget amounts for items not yet selected. If the final selection costs more or less than the allowance, the difference will be added or credited by change order.

6. Exclusions

The following are not included in this proposal unless added by written change order:

- [Permits and fees, if paid by owner]
- [Unforeseen conditions — rock, groundwater, buried debris, utility relocation]
- [Landscaping, irrigation, or fence repair beyond the work area]
- [Any work not listed in the scope of work]

7. Price

Base contract price	\$[]
Allowances included	\$[]
Total contract price	\$[]

The total contract price includes all labor, materials, equipment, and the allowances listed above. [State whether sales tax and permit fees are included.]

8. Payment schedule

Payment	Milestone	%	Amount
Deposit	Contract signed	%	\$
Draw 1	[Milestone]	%	\$
Draw 2	[Milestone]	%	\$
Draw 3	[Milestone]	%	\$
Final	Substantial completion	%	\$

Payments are due within [X] days of each milestone. Work on the next phase begins after the prior payment is received. [Check your state's limits on deposits for home improvement contracts.]

9. Project timeline

Estimated start	[Date or 'within X weeks of permit approval']
Estimated duration	[X] working weeks

Dates are estimates. Weather, permit and inspection timing, material availability, and owner changes can affect the schedule.

10. Changes to the work

Any change to the scope, selections, or schedule requires a written change order signed by the owner and the contractor before the changed work begins. Each change order states its price and schedule impact and adjusts the total contract price.

11. Terms, warranty & insurance

- Warranty: [Workmanship warranty length and what it covers; manufacturer warranties pass through to the owner.]
- Insurance: [General liability and workers' compensation carried by contractor; certificates available on request.]
- Site access, utilities, and cleanup: [Owner and contractor responsibilities.]
- [Any additional terms required in your state, such as right-to-cancel notices.]

12. Acceptance

This proposal is valid until [expiration date]. By signing below, the owner(s) accept this proposal, including the scope, price, and payment schedule above, and authorize the contractor to proceed.

Owner signature

Printed name

Date

Owner signature

Printed name

Date

Contractor (authorized signer) signature

Printed name

Date