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| Construction Proposal Template |

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| **Prepared by:**  [Sender.FirstName] [Sender.LastName]​ [Sender.Company] |

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| **Prepared for:**  [Client.FirstName] [Client.LastName]​ |

# Meet [Sender.Company]​

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Our company is just as excited as you to get started on this project. Before the work begins, we want to introduce ourselves and outline what to expect from [Sender.Company]. Being aware of your budget, our company is confident that we can meet your needs.

In this construction proposal, you will be given a detailed description of the process, cost breakdown, timeline of completion, and other expectations.

# Who We Are

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| **Hannah Still**  Lead designer | **Tom Gerk**  Project manager | **Liam Shummer**  Lead consultant |

As a leader in the construction trade, [Sender.Company] demonstrated unmatched commitment to its clients. We believe our service-oriented business approach is the reason for our continued success. Our team consists of skilled professionals who are focused on delivering quality and value. We are proud of our work, and our upfront approach will leave you worry-free as you watch your blueprints come to life.

## Some of our past projects include

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| 3 bedroom villa This stunning villa is situated in the well known area of El Rosario, a short drive to the best sandy beaches and to Marbella town. The property offers fantastic views towards the sea and has a very well-kept, tiered garden offering a great deal of privacy. It is a great home to enjoy the sunny skies of Andalucia at any time and to enjoy fabulous holidays on the Costa del Sol.  Reference: Cecilia Durby  +37511123898699501 | 2 bedroom villa This tranquil property boasts truly panoramic views, over the Istan's lake and the natural countryside. The entrance floor comprises of: entrance hall, living/dining room with gas fireplace and fully fitted kitchen. On the lower floor, master bedroom with en suite bathroom and access to a terrace, guest bedroom with en suite bathroom and a third room converted into a laundry room. This unique property also benefits with a private pathway leading to the communal pool. Features include air conditioning H+C, double glazing, alarm system and private carport for two cars.  Reference: Anna Maria Dorado  +37511123898699500  ​ |

# Scope of Work

[Client.FirstName] [Client.LastName]​ has requested project description to be completed by [Sender.Company]. This construction project will be undertaken in accordance with requirements set forth in this contract and include the following:

* (add a detailed description of the work to be performed here)
* (list materials, model and specification numbers, colors, etc., and how those will be obtained)
* (describe the process for removing trash from the site)
* (list client's expectations, such as providing bathroom facilities)

​This contract covers only the labor, services, materials, and goods outlined herein.

# Schedule

Upon the signing of this construction contract proposal by both parties, work will commence on (add a corresponding date) and be completed within (add a corresponding time period).

# Permits

All required construction-related permits will be obtained by [Sender.Company] prior to the project start date. If [Client.FirstName] [Client.LastName] requests to obtain their own permits, they assume all legal responsibility for the completed work.

# Logistics

Construction projects can be a big undertaking. But even if they are simple and straightforward, it’s important to understand how the work might affect you and your property.

[Sender.Company] assumes sole ownership over excess materials used on the job site during the project, and assumes responsibility for leaving the property clean and free of construction materials and debris upon completion of the project.

[Sender.Company] will make every effort to ensure new materials match up with existing materials, but [Client.FirstName] [Client.LastName]​ understands that this is not always possible.

Safe and sanitary bathroom facilities will be provided by [Client.FirstName] [Client.LastName]​ to the construction crew during the project.

It is the sole responsibility of [Client.FirstName] [Client.LastName] to secure personal property and/or pets during work hours.

[Sender.Company] is not responsible for damage to personal property that was left in the work area or the well-being of pets.

[Sender.Company] will have full use of electrical power and lighting to perform work, and access to the service panel.

The trash receptacle used during the project is solely for the purpose of collecting construction-related refuse and is not to be used by [Client.FirstName] [Client.LastName]​.

# Unforeseeable Conditions

[Client.FirstName] [Client.LastName] agrees to pay all costs arising from unforeseen issues such as unsafe or illegal conditions, rot or mold, inspector requirements, overlooked conditions, identifying and removing hazardous materials (lead paint, solvents, asbestos, etc.) after the project has begun. If such circumstances arise, [Sender.Company] will determine with [Client.FirstName] [Client.LastName] the scope of extra work, costs involved with remedying the unforeseeable conditions, and a date for payment through a written Change Order.

# Finer Points

(Add all important details and conditions that haven't been mentioned before here).

# Pricing & Payment Terms

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| --- | --- | --- | --- |
| Name | Price | QTY | Subtotal |
| Project design | $4,000.00 | 1 | $4,000.00 |
| Materials | $53,000.00 | 1 | $53,000.00 |
| Labour | $17,000.00 | 1 | $17,000.00 |
| **$74,000.00** | | | |

|  |  |
| --- | --- |
| Subtotal | **$74,000.00** |
| Discount | **$0.00** |
| Tax | **$0.00** |
| **Total** | **$74,000.00** |

The payment must take place in three stages:

1. One third of the total is due upon signing of this contract, which includes custom order material costs

2. One third of the total is due midway through project

3. One third of the total is due at completion of project

Payment options: (list the payment options your company offers)

# Arbitration

If any dispute concerning this contract shall arise, the dispute may be submitted to a private arbitration service approved by agency. NOTE: This covers only disputes brought by [Sender.Company].

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| [Sender.Company] | [Client.FirstName] [Client.LastName] |

## Limited Warranty

[Sender.Company] provides a guarantee against defects in workmanship and materials used in the construction process for a period of 1 year upon completion of the project and receipt of full payment from [Client.FirstName] [Client.LastName]​. This Limited Warranty does not cover:

* Normal wear and tear, warping of material, natural grain and texture variations of wood
* Defects in equipment or appliances covered by the manufacturer
* Cracks formed after concrete/asphalt has set
* Damage due to sunlight
* Any defects arising from work done after completion of the project
* Loss or injury due to natural disaster or general weather elements

This Limited Warranty takes effect after completion of the project and full payment.

## Agreement

[Client.FirstName] [Client.LastName][ HAS THREE DAYS FROM THE DATE OF SIGNING THIS CONTRACT PROPOSAL TO CANCEL THE AGREEMENT

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| --- | --- |
| [Sender.Company] | [Client.FirstName] [Client.LastName] |