



Company name

Address · City, State ZIP

Phone · Email · License #

Proposal

Proposal #

Date

Valid until

Prepared for

Client name

Phone · Email

Job site

Address

City, State ZIP

Scope of work

Say exactly what you will do, room by room or area by area. Be specific about quantities, materials and finish level, so there is no argument later about what was included.

#	Description of work	Qty	Unit	Amount
1				
2				
3				
4				
5				
6				
7				
8				

Subtotal

Tax (if any)

Total price

Materials & allowances

Who supplies what. For items the client still has to pick (tile, fixtures, paint colors), list an allowance amount and say that choices over it are billed as a change order.

Not included

Spell out what you are NOT doing: permits, patching other trades' work, haul-off, moving furniture, hidden damage found after opening walls.

Schedule

Estimated start _____ Estimated finish _____

Dates depend on weather, material delivery and the client's selections arriving on time.

Payment terms

Payment	% of total	Amount	Due when
Deposit			On signing
Progress payment			
Final payment			On completion

Check your state's rules on deposits — some states cap how much you can collect up front on home improvement work.

Payment methods accepted _____

Late payments _____

Changes to the work

Any change to the scope, materials or schedule will be written up as a change order showing the added or reduced price. Work on a change starts after the client approves the change order in writing.

Warranty

Other terms

For example: site access and working hours, clean-up, what happens if hidden damage is found, insurance you carry, and how disputes are handled. Have your own attorney review the terms you use.

Acceptance

By signing below, the client accepts this proposal, its price and its terms, and authorizes the work to begin.

Client signature _____ Contractor signature _____

Printed name · Date _____ Printed name · Date _____