

# Construction Bid Proposal For [Project Name]

**Prepared By:**

[Company Name]

[Company Address]

[Company contact Information]

**Prepared For:**

[Client Name]

[Client Address]

[Client contact Information]

**Date:**

Dear [Client/ Client Company Name], thank you for taking the time to review this bid proposal for [Project Name]. We have thoroughly reviewed the details and requirements for this project, and are confident that we can help meet your construction objectives.

Here, we have provided an overview of the scope of work, estimated costs, and a timeline for the project's completion. If you have any questions or concerns, please do not hesitate to reach out either by phone or email, and we will be happy to go over it with you.

## About [Company Name]

Write a short paragraph about your company's background and expertise. Try to relate aspects of your company to the project you are submitting the bid proposal for.

## Scope of Work

Project Summary: Write a detailed description of the work to be completed.

## Project Costs

Category & Items	Unit Type	# of Units	Price Per Unit	Cost
Labor				

<b>Equipment</b>				
<b>Materials</b>				
<b>Other</b>				
			<b>Subtotal:</b>	
			<b>Tax:</b>	
			<b>Discount:</b>	
			<b>Total:</b>	

### Project Costs Terms and Conditions:

Highlight any terms related to costs that the client must be made aware of.

### Payment Terms

Payments for the work provided are to be paid within no longer than 30 days of each completed milestone. Please see the table below for the payment schedule.

<b>Milestone</b>	<b>Amount</b>	<b>Due</b>


## Timeline

Milestone	Completion Date

**Acceptance of Bid Proposal:** Please sign below and return this form to accept this bid proposal

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_