SimplyWise

Construction Proposal

Contractor

Business name		Phone	
Business address		Email	
License / certification number		Date	

Client and project

Client name		Phone	
Project address		Email	
Proposal number		Proposal valid until	

Cover letter

Dear [Client name],

Thank you for the chance to bid your project at [project address]. This proposal covers what we understood after walking the site and reviewing your plans: the scope below, what is excluded, the schedule we expect to hold, and how payment breaks out across the job. Read it alongside any attached drawings or specs.

Sincerely, [Your name and title]

Scope of work narrative

Project overview

[Describe this in your own words for the job.]

Scope of work by phase

[Describe this in your own words for the job.]

Materials and specifications

[Describe this in your own words for the job.]

Exclusions

This proposal does not include the items below. Anything on this list is priced separately if the client wants it added.

- Permits and inspection fees, unless listed as a line item above
- Design, engineering, or architectural drawings
- Furniture, appliances, or owner-supplied fixtures
- Landscaping, hardscape, or work outside the scope described above
- Unforeseen conditions behind existing walls, floors, or ceilings
- Change orders, which are priced and signed separately as they come up

Schedule

Estimated start date		Estimated completion date	
Estimated working days		Weather or supply contingency days	

Payment schedule

#	Milestone	Triggered when	% of contract	Amount
1	Deposit at signing	Contract signing		
2	Materials and mobilization	Materials on site		
3	Rough-in complete	Framing and MEP rough-in signed off		
4	Substantial completion	Finishes installed, walkthrough scheduled		
5	Final completion	Punch list closed, final walkthrough signed		

A live version of this table with running-total formulas ships as a separate payment-schedule spreadsheet alongside this proposal.

Payment methods

Check payable to

Mail check to

Bank transfer, account name

Routing and account reference

Payment app handle

App name and username

Acceptance and signatures

This proposal becomes a signed agreement once both parties sign below. It is not a legal document by itself and this page is not legal advice; have your own attorney review contract language and any state-required disclosures before a client signs.

Contractor signature

Date

Client signature

Date

Free template from SimplyWise. simplywise.com/blog
Estimate from a photo in the SimplyWise Cost Estimator app: swcostestimator.app.link/ce-ai