Construction proposal

Illustrative completed example · USD where amounts are shown

Business / contact
Your contracting business

Customer / project
Sample customer · Utility room refresh

Proposal reference / date
PROP-001 / 14 October 2026

Currency
USD

Proposed scope
Refresh the floor and fit two shelves to the agreed specification.

Products / selections
Selected flooring and shelf finish to be confirmed before ordering.

Exclusions
Plumbing, electrical and structural work.

Programme / dependencies
Dates to be agreed after selections and access are confirmed.

Payment milestones
Record amounts, triggers and due dates agreed for this project.

Validity / acceptance
Add validity date, approval name, signature and date.

Work / material	Qty / unit	Rate	Taxable?	Amount
Protection and removal	1 job	350.00	Yes	350.00
Floor supply and installation	1 package	900.00	Yes	900.00
Shelves supplied and fitted	2 units	140.00	Yes	280.00

Subtotal	1530.00
Tax (0%)	0.00
Total	1530.00

An editable proposal starting point. Project-specific contract terms and required notices need separate review. Apply tax only to marked lines. The example uses 0% tax for illustration, not as a recommendation.

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