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COMPANY NAME
123 Your Street
Your City, ST & ZIP
Phone: 123-456-7890

PROPOSAL

Page No. _____ of _____ Pages

JOB NAME/NO.	
LOCATION	
PHONE	DATE

To _____

We hereby submit specifications and estimates for:

WE PROPOSE hereby to furnish labor and material — complete in accordance with these specifications, for the sum of:

_____ dollars $ _____).

Payable as follows:

_____

_____

All material is guaranteed to be as specified, all work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications that involve extra costs will only be executed upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry tornado, fire, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____ Signature _____ Date _____