

**General Contractor Company Name**

Address Line 1

Address Line 2

Phone: (XXX) XXX-XXXX

Email: info@company.com

**Client Name**

Company/Organization

Address Line 1

Address Line 2

Phone: (XXX) XXX-XXXX

Email: client@email.com

# Service Quote Proposal

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

Proposal #: \_\_\_\_\_

## Project Overview

Description of the project scope, objectives, and requirements goes here. Briefly outline what the proposal covers.

## Service Details & Pricing

Service/Item	Description	Quantity	Unit Price	Total
Sample Service 1	Short description of the service/item.	___	\$___	\$___
Sample Service 2	Short description of the service/item.	___	\$___	\$___

Subtotal \$\_\_\_

Tax (%) \$\_\_\_

**Total** \$\_\_\_

## Terms & Conditions

- Payment terms: \_\_\_ (e.g., 30% upfront, 70% upon completion)
- Validity: This quote is valid for \_\_\_ days from the date above.
- Estimated project start: \_\_\_\_\_
- Estimated project completion: \_\_\_\_\_
- Other conditions or notes...

Authorized Contractor Representative:

Name: \_\_\_\_\_

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

Client Approval:

Name: \_\_\_\_\_  
Date: \_\_\_\_\_