

# BLANK JOB PROPOSAL TEMPLATE



## PROPOSAL

PROPOSAL  
SUBMITTED TO

CLIENT ADDRESS

CLIENT PHONE

CLIENT EMAIL

JOB NAME

JOB NO. / ID

DATE SUBMITTED

DATE OF PLANS

## JOB DETAILS

## COST

TOTAL COST OF  
MATERIALS & LABOR

PAYMENT  
TERMS

## AGREEMENT TERMS

AUTHORIZED  
PREPARER SIGNATURE

PROPOSAL MAY BE WITHDRAWN  
IF NOT ACCEPTED BY DATE OF

## ACCEPTANCE OF PROPOSAL

Proposed costs, specifications, and conditions detailed above are accepted, and specified work is authorized to begin on the agreed upon date. Payment for services rendered will be made as specified.

AUTHORIZED  
CLIENT SIGNATURE

DATE OF ACCEPTANCE

## **DISCLAIMER**

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