

Sample Business Proposals



Roofing Contractor Sample Proposal

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October 27, 20XX

Georgia O'Donnell
Office Manager
O'Donnell Realty Company
809 West Oak Drive
Little Rock, AR 74225

Dear Ms. O'Donnell,

Please find enclosed our proposal and estimate for a new roof at your office building.

Topsider Roofers is a well-established firm in Arkansas. Our two branches—Little Rock and Fayetteville—have successfully completed over 960 residential and commercial roofing projects in the last two years.

The estimate enclosed here is good for 30 days. We will schedule your installation date and finalize the figures after you accept our proposal. We look forward to working with you.

Sincerely,

Michael Parker
Estimator
Topsider Roofers
555-423-5002
mp@topsideroof.com
www.topsideroof.com

Topsider Roofers
123 Running Water Road
Little Rock, AR 74225

(PH) 555-423-5002
(FX) 555-423-5003
www.topsideroof.com

Quote



New Roof Installation

Prepared for: Georgia O'Donnell
Office Manager

Prepared by: Michael Parker
Estimator



Description

Please find enclosed our proposal and estimate for a new roof at your office building.

Topsider Roofers is a well-established firm in Arkansas. Our two branches—Little Rock and Fayetteville—have successfully completed over 960 residential and commercial roofing projects in the last two years.

Please contact us as soon as possible to schedule your start date.

Proposal Number: 102708ODRC



www.topsideroof.com



S A M P L E

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