

Sample Business Proposals



Custom Home Building Proposal

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Jane and Sam Larkin
PO Box 1023
Everett, WA 98201-1023

Dear Jane and Sam,

Thank you for taking the time to meet with a representative from Watson Custom Homes. Based on the information he shared with me, I think our business would be a perfect fit for your needs. We've been building custom homes in Snohomish County since 1996, receiving multiple awards. The quality of our work is well-known. We don't just build homes, we build dreams. And that's our goal for you if you choose to work with us.

We understand that you have already done your site evaluations and are on your way to obtaining a building permit for your property. We would like to point out that permit requirements are stringent in Snohomish County, and we would like to help coordinate with you so that you can obtain the necessary permits without delays.

Based on the copy of the blueprints you provided, I have drawn up some documents for you, including a preliminary cost summary, a statement of the work we intend to perform if you hire us, and a timeline. Please do be aware, however, that building materials prices fluctuate rapidly and often, so we cannot guarantee final costs until the materials are purchased. Also, in consideration of the fact that you would like to use top-grade materials throughout the home, the initial building cost estimate comes in at \$256.00 per square foot, which is higher than the average Snohomish County price per square foot of \$192.00, but reflects the quality you have chosen. Please be wary of any estimates that come in at this average price or lower; it simply means that the builders will be using lesser-grade materials or taking shortcuts.

On a final note, we will provide you with a contracted price after final materials are chosen and before the construction work begins. We believe you should get into your home on budget and on time, and we will not surprise you with hidden labor charges. Once we sign the contract, the price we have set is what you will pay, making it easier for you to obtain the proper financing. Of course, if you would like to make changes beyond that point, we are happy to provide a "change order" which may slightly alter the final price of the home.

Please do not hesitate to call with any questions you might have, either about our services or about the building process. We would love to help you build your dream home.

Sincerely,

Alan Watson
Owner, General Contractor
Watson Custom Homes
425.388.9926 office
425.762.4833 cell
alan@WatsonCustomHomes.com
www.WatsonCustomHomes.com

Watson Custom
Homes
543 NE 50th West
Seattle, WA 98032

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PROJECT

CUSTOM HOME BUILDING FOR THE LARKINS

PREPARED FOR: JANE AND SAM LARKIN

PREPARED BY: ALAN WATSON



DESCRIPTION

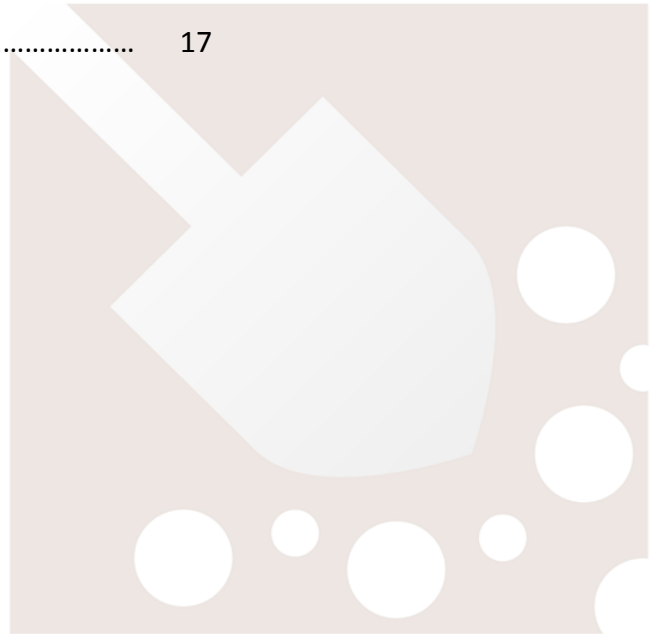
The Larkin family is planning on having a custom home built and has performed a preliminary site evaluation. Watson Custom Homes is experienced in building custom homes and will work with you on the entire process from site evaluation, planning, permitting and construction.





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WHAT YOU CAN EXPECT

We understand that building a home can be a daunting prospect. But set your mind at ease! At Watson Custom Homes, we've built hundreds of homes; we know what we're doing. We are your partners and we share the same goal—to give you the home of your dreams.

During your home construction project, you can expect the following from us.

A CONSISTENT SCHEDULE

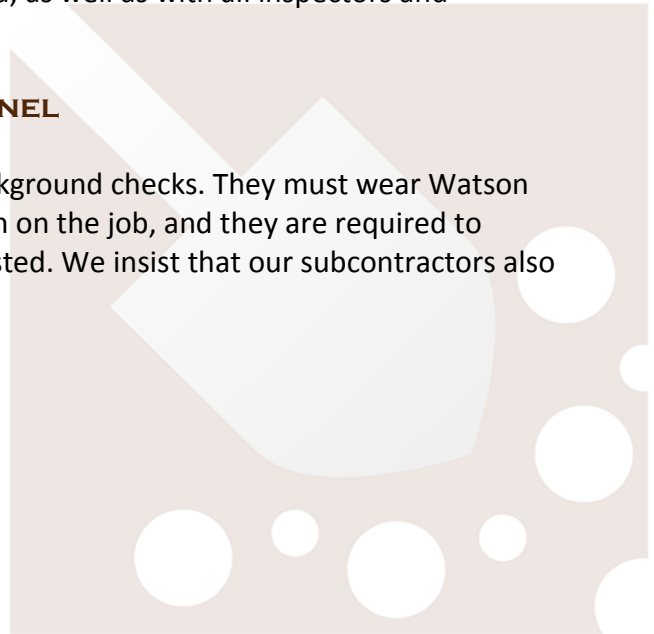
There's nothing more annoying than waiting for a crew to show up. Our crew is dedicated to your project and each person will arrive at the scheduled time. Work will stop each day as needed to obey all noise ordinances for your area.

OPEN COMMUNICATION

The construction superintendent assigned to your project will be in constant communication with you, the client, giving you regular progress reports and consulting with you if any glitches should happen. The construction superintendent will also be in communication with your architect as needed, as well as with all inspectors and subcontractors.

PROPER IDENTIFICATION OF PERSONNEL

Our employees have all passed thorough background checks. They must wear Watson Custom Homes tee shirts or sweatshirts when on the job, and they are required to produce company identification when requested. We insist that our subcontractors also follow these rules.



PROPER HANDLING OF CONSTRUCTION SITE ISSUES

Let's face it, there's no way to build a house without some noise and dirt. But we will strive to keep both to a minimum. We obey all local noise ordinances.

If runoff could be an issue, we use appropriate barriers to keep wastewater and mud out of the street and waterways. If dust might be an issue, we will spray areas with water to minimize airborne dirt.

All hazardous chemicals will be handled according to federal and state regulations, and all chemicals will be locked into our storage container each evening.

The crew will leave the jobsite as clean and secure as possible when wrapping up work each day.

Please be aware that for sanitary purposes, we will need to place a portable toilet on your worksite, but we will strive to place it in an unobtrusive location while keeping it easily reachable for regular cleaning.

Employees have been instructed to carpool when possible to keep parking issues at a minimum. When parking is restricted onsite, we will work to find alternative sites and shuttle employees to the jobsite.





COST SUMMARY

Site Development Costs	Price
Surveying and Grading	\$24,000.00
Septic	\$17,800.00
Water hook-up fee	\$3,200.00
Electrical hook-up fees	\$10,065.00
Total Site Development Costs:	\$55,065.00
Permits	
Electrical	\$250.00
Snohomish County PUD (Water Purveyor)	\$360.00
Snohomish Health (Septic)	\$175.00
Snohomish Planning and Development Building Permit	\$4562.00
County Access	\$40.00
Final Inspection	\$950.00
Total Permit Costs:	\$6337.00
Building Costs	
Final construction costs average of \$256.00 per square foot x 4,562 square feet using only top-grade materials	\$1,167,872.00
Total Building Costs:	\$1,167,872.00
TOTAL AMOUNT	\$1,229,274.00

Standard Disclaimer: The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.





RESPONSIBILITIES

The following are the responsibilities and duties of the parties in the project. Completion of the total home building project requires the coordination and interaction of Watson Custom Homes, clients Jane and Sam Larkin, and various subcontractors.

It is our understanding that Watson Custom Homes is responsible only for construction of the house and that the clients wish to contract with a separate site preparation company for the lot clearing and leveling, as well as a separate septic company for installation of septic field and lines, a landscaping company, and a painting company for final work after construction is complete.

We understand the division of responsibilities to be as follows:

CLIENTS JANE AND SAM LARKIN:

- Obtain and make scheduled payments on a construction loan.
- Contract with a site preparation company to mark property boundaries, remove trees and other vegetation and level building site as needed.
- Contract with and schedule company for installation and inspection of septic tank and drain lines as specified in the blueprints.
- Maintain proper insurance and security on structure and building lot until construction is complete.
- Make all payments to Watson Custom Homes as scheduled in contract.
- Coordinate with all parties to apply for permits in a timely fashion.
- Purchase all appliances specified in blueprints and arrange for delivery in coordination with Watson Custom Homes.
- Contract with painting company to do final painting of interior and exterior walls and trim after home construction is complete.
- Contract with landscaping company to do final landscaping after home construction is complete.



WATSON CUSTOM HOMES:

- Complete all work necessary to build the house for Jane and Sam Larkin according to the blueprints, including foundation frame and pour, house framing and roofing, electrical, plumbing, appliance installation, trim work, and frame, pour, and finish driveway and sidewalks. Watson Custom Homes will hire, oversee, and pay subcontractors as needed to complete this work.
- Maintain a safe work site during construction and leave the site clean of debris (all debris to be kept in dumpster or other container) on exiting each evening.
- Arrange for, deliver, and maintain sanitary facilities for workers during the course of the project. (A portable toilet and hand washing facilities will be placed on the site and maintained in a sanitary manner for the duration of the project.)
- Obey local noise restrictions before 8 a.m. and after 6 p.m.
- Schedule workers and jobs efficiently to meet milestones as specified in the enclosed Production Schedule.
- Notify clients and subcontractors in a timely fashion if adjustments must be made to schedule or budget due to circumstances beyond the control of Watson Custom Homes.
- Coordinate with all parties to apply for permits and schedule inspections as efficiently as possible.
- Communicate regularly with clients to keep them informed of progress.
- Remove all debris and equipment from building site on completion of project.

SITE PREPARATION COMPANY:

- Mark all property boundaries.
- Measure appropriate distances from property lines to level house site at least 10 feet beyond each exterior wall of house as indicated on blueprints.
- Keep homeowner clients informed of progress and site preparation completion date.
- Remove all equipment from property after site preparation is complete.



SEPTIC COMPANY:

- Install septic tank and drain lines as specified in blueprints.
- Arrange for and finalize inspection of septic field.
- Cover septic tank and lines in a safe manner so that equipment and personnel may safely cross on top of them without damage.
- Mark septic tank and drain field to ensure that no structure will encroach on them.
- Clearly mark stubs for attachment by Watson Custom Homes personnel.

LANDSCAPING COMPANY:

- After notification by Watson Custom Homes and clients that all construction is complete and inspections have been finalized, complete landscape work as directed by clients and architect.

PAINTING COMPANY:

- After notification by Watson Custom Homes and clients that all construction is complete and inspections have been finalized, complete painting work as directed by clients and architect.





PERSONNEL

The following Watson Custom Homes personnel will be assigned to this project. Personnel have been selected based on their ability to work together as a team for your project.

BOB PEARSON – CONSTRUCTION SUPERINTENDENT

Bob has been with Watson Custom Homes for eight years, and has built 13 custom homes in that time. He has led teams of up to 21 people and is well known for his perfectionism.

Prior to joining Watson Custom Homes, Bob was a construction superintendent with Tenside Developers.

Bob Pearson has more than twenty years in the residential construction business, and holds a degree in Construction Management. Bob will be responsible for maintaining schedule and budget and seeing the project through the permit and inspection processes. Bob will inspect and sign off on all work done by subcontractors.

CHRISTINE REESE – MASTER CARPENTER

Christine broke the gender barrier when she first became a carpenter more than 20 years ago, and she has been moving the bar of excellence higher ever since.

Christine is an expert in all aspects of carpentry, from basic framing to fine woodwork. She is accustomed to supervising teams of up to eight carpenters.

Prior to joining Watson Custom Homes, Christine was lead carpenter at Knowles & Baker Homebuilders.

Christine received her carpentry training at multiple institutions and on the job. Christine will oversee all carpentry work on the project.





S A M P L E

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