

Sample Business Proposals



Electrical Contractor Sample Proposal

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January 21, 20xx

Robin Schwimmer
Schwimmer Seafood
925 Bayfront Avenue
St Augustine, FL 32084

Dear Mr Schwimmer,

A prolonged electrical outage, as our area has often experienced during hurricane season, can spoil your fragile inventory and devastate your business. What's the answer? A standby generator that will automatically take over when the power fails. Flatland Electricians Inc. has installed many standby generators for many of your business associates, and we'd like to do the same for you.

The prices listed in this proposal are good for sixty days from the date of this letter. We hope to be working with you soon.

Sincerely,

Paul Perez
Owner
Flatland Electricians Inc.
555-555-1100
pperez@flatlandelectricians.com
www.flatlandelectricians.com

Flatland Electricians, Inc.
493 State Street
St Augustine, FL
32084

(PH) 555-555-1100
(FX) 555-555-1101
www.FlatlandElectricians.com

January 21, 20xx



Standby Generator Quote

Prepared for: Robin Schwimmer
Owner

Prepared by: Paul Perez
Owner

Description

A standby generator that will automatically take over when the power fails. Flatland Electricians Inc. has installed many standby generators for many of your business associates, and we'd like to do the same for you.



Product Cost Summary

Product Costs		Price
Package 1		
B&T Model 1250W		\$2953.99
Automatic switch		895.00
Delivery, Setup & Installation		<u>2495.00</u>
Total Package 1		\$6343.99
Package 2		
KNW 1650		\$3499.99
Automatic switch		950.00
Delivery, Setup & Installation		<u>2695.00</u>
Total Package 2		\$7144.99
Miscellaneous Costs:		
5-Year Maintenance Contract		\$ 995.00
County Electrical Permit		395.00
Sales Tax		8.2%
Total Costs:	Package 1	\$8368.18
	Package 2	\$9234.86

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



S A M P L E

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