

Sample Business Proposals



Commercial Contracting Office Remodel Proposal

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Cover Letter, Title Page, Cost Summary, Statement of Work



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Dr. Dell Lawson and Dr. John Hayward
Lawson and Hayward Dental Clinic
3444 Washington Street
Spokane, WA 99206

Dear Dr. Lawson and Dr. Hayward,

Thank you for contacting Dwight Contracting about your need to make your dental clinic energy efficient. We are a fully licensed, bonded, and insured contractors, with extensive work experience on commercial and residential buildings.

I've taken a look at your building, and I think we can easily make some changes that will help you reduce your energy costs. First, we need to install double-pane thermal windows throughout the building. Second, we need to blow in a cellulose insulation in the attic. Third, we need to install weather stripping around your exterior doors. This should substantially reduce your heating and cooling costs.

We can install the windows as soon as we can get them delivered, which usually takes about two weeks. However, because you have numerous non-standard size windows, it might take up to three weeks for delivery. Our other option is to order larger windows than you currently have, but in standard sizes. We can then frame the new windows in to fit. I've provided the cost estimate for the latter option because your expense will be quite less than for custom windows. Once the windows arrive, we can have them installed within one week. I know it is important for you to keep intrusion at a minimum so you can continue treating patients. We can work out a building schedule to meet your needs.

I suggest you check with Inland Power regarding possible incentives. Usually right before the winter months, they offer an incentive to customers to do weather-proofing. Also, if we use Pella windows and install by December 31, you can receive a \$500.00 tax credit for energy efficiency. We'll provide you with the necessary forms to obtain your credit.

I've provided you with a cost summary and a statement of work to be done. I hope we can be of service to you. Please don't hesitate to call with any questions. We're available 6 days a week, from 8am to 6pm.

Sincerely,

Gerald Dwight
Owner, General Contractor
Dwight Contracting
509.881.9623
gdwight@earthlink.net
Lic #DWIGCO15J25

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Energy Savings with New Window Installation

Prepared for: Lawson and Hayward Dental Clinic

Prepared by: Gerald Dwight
Dwight Contracting



The Lawson and Hayward Dental Clinic is located in an older building which is not energy efficient. The clinics heating and cooling bills are fairly substantial in the cold Eastern Washington winters and hot summers. By replacing windows and improving insulation the clinic will see a substantial reduction in yearly heating and cooling costs. Dwight Contracting has the staff and experience to make the required improvements. A preliminary quote is provided below.

Proposal Number: 53934



S A M P L E

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