

Sample Business Proposals



Heating and Air Conditioning Sample Proposal

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Sept 19, 20XX

Marcus Foster
88 Crabtree Ln
Charlotte SC 28226

Dear Mr. Foster,

Please find enclosed our proposal for installing your new HearthStar 409 Heat Pump in your home.

You'll find that the HearthStar 409 offers the most energy-efficient system for your heating and cooling needs for our climate here in South Carolina.

We guarantee both the heat pump and our labor for a full year after installation is complete.

The prices listed here are good for 30 days.

Sincerely,

Julian Bader
Sales Director
Zapata Heating and Air Conditioning
555-505-5050
bader@ZapataHAC.com
www.ZapataHAC.com

Zapata Heating and Air Conditioning
4545 Interstate Drive
Charlotte SC 28226

(PH) 555-505-5050
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www.zapatahac.com

Sept 19, 20XX



PROPOSAL

Heat Pump Installation

Prepared for: Marcus Foster
Homeowner

Prepared by: Julian Bader
Sales Director



Description

Please find enclosed our proposal for installing your new HearthStar 409 Heat Pump in your home. The prices listed here are good for 30 days. Please contact us as soon as possible to lock in the price and schedule your start date.



Cost Summary

Costs

HearthStar 409 Heat Pump
Pleinair Electrostatic Air Filter
New ductwork for connection
Labor

Price

\$3789.00
\$479.00
\$209.00
\$840.00

Subtotal	\$5317.00
Tax	\$425.36
<i>Total Amount</i>	<i>\$5742.36</i>

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.





S A M P L E

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