

# Sample Business Proposals



## Roofing Contractor Sample Proposal

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October 27

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.

Topside 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  
Topside Roofers  
555-423-5002  
mp@TopsideRoof.com  
www.TopsideRoof.com

Topside Roofers  
123 Running Water Road  
Little Rock, AR 74225

(PH) 555-423-5002  
(FX) 555-423-5003  
[www.TopsideRoof.com](http://www.TopsideRoof.com)

October 27

# 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.

Topside 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.

 [www.TopsideRoof.com](http://www.TopsideRoof.com)

Proposal Number: 102708ODRC



Item	Price
<b>Rentals</b>	
Rental of 20-Yard Dumpster from Waste Naught Arkansas	\$240.00
Rental of portable toilet from Sanucan for one week	\$130.00
Rental of portable washing facility from Sanucan for one week	\$ 90.00
<b>Supplies</b>	
3000 SF asphalt roofing shingles 50 bundles @ 22.95 per bundle	\$1147.50
Waterproof sheeting (10 rolls @ \$65/roll)	\$ 650.00
Boxes of roofing nails (12 @ \$35)	\$ 420.00
<b>Equipment</b>	
Portable conveyor belt for rooftop tile delivery (2 days)	\$ 240.00
Air compressors (4 @ \$45/day for 3 days)	\$ 540.00
Diesel for air compressors	\$ 95.00
<b>Labor</b>	
Five experienced roofers for 40 hours @ \$25/hour	\$5000.00
Crew foreman for 40 hours @ \$35/hour	\$1400.00
Subtotal Estimated Amount	\$ 9952.50
Estimated Tax	\$746.44
Total Estimated Amount	\$10,698.94

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





# S A M P L E

This sample has been truncated to only show the first few pages. The complete version of this sample is included with any Proposal Kit or Proposal Pack at:

<http://www.proposalkit.com/htm/products.htm>