

Sample Business Proposals



Electrical Contractor Sample Proposal

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Cover Letter, Title Page, Product Cost Summary, Maintenance



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Flatland Electricians, Inc.
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Standby Generator Quote

January 21, 20xx

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.

Proposal Number: FLE-20xx-309



Maintenance

It is vital to test and maintain standby generator systems so that they will perform reliably when they are needed. Flatland Electricians proposes to maintain your new standby generator in the following manner.

It is inevitable that the cost of labor and equipment will go up over time. That's why, for a limited time, we are offering you a five-year maintenance contract at the low price of \$995.00, allowing you to lock in your costs for the near future.

Maintenance Tasks	Schedule
A Flatland technician who has been trained by the manufacturer to maintain your particular generator model will perform the following tests: check all electrical connections and all fuel connections to make sure that there are no leaks, frayed wires, or shorts; and examine the area to make sure there are no safety hazards present.	Every 30 days
A licensed electrician will conduct a test in which the main electrical power for your business is disrupted, causing the standby generator to take over. All appliances and electrical connections will be checked to ensure that the system is functioning appropriately.	Every 180 days
Repair or replace system components.	As needed

Note: A Flatland representative will contact your business personnel in advance of every scheduled maintenance task to make sure that we perform the necessary tests at a time that is convenient for you.



S A M P L E

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