



PROPOSAL KIT SAMPLE

Commercial Contracting Office Remodel Proposal

Scroll down to read the first part of this sample. When purchased, the complete sample is 4 pages long and is written using these Proposal Pack chapters:

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

This sample was created using **Proposal Pack Concepts #7**. In the retail Proposal Pack you get the entire collection of samples (including this one) plus thousands of editable templates for creating an unlimited variety of custom proposals and other business documents.

[Click here to purchase Proposal Pack Concepts #7](#)

The sample below **does not** include all of the sample's content. The complete version is included in every retail Proposal Pack product and must be purchased to see the rest of the content and to get the editable Word format version.

Read this article for more help - [How to Write a Contractor or Construction Business Proposal](#)

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



Dwight Contracting
483 NE 53rd
Spokane, WA 99206

(PH) 509.881.9623
(FX) 509.881.9624
gdwight@earthlink.net

Energy Savings with New Window Installation

Prepared for: Lawson and Hayward Dental Clinic

Prepared by: Gerald Dwight
Dwight Contracting

@ Description

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.

@ Statement of Work

Summary of Work Requested

Installation of premium-grade, double-pane, thermal, low-e Pella windows. Installation of cellulose insulation in attic space. Weather-stripping of exterior doors.

Company Background

Dwight Contracting has been in business since 2001. Gerald Dwight has been in the construction business for 11 years. Dwight Contracting is fully licensed, bonded and insured.

Personnel

Dwight maintains and oversees a crew of three workers. All are skilled in the construction trade.

Deliverables

Windows to be ordered by October 1. Barring any difficulties, windows should be delivered to site by October 14 and installed by October 21. Cellulose insulation and weather-stripping to be complete by same date.

Benefits

In addition to the \$500.00 tax credit, clients usually see a 30 – 40% savings in their winter heating bills and a 20 – 25 % savings in their summer cooling costs.

Impact

We should be able to work out a construction schedule whereby 8 of your 10 patient exam rooms will be functional every day over a 5-day period, thus costing you less money from lost production.



This sample is included in the [Proposal Kit Professional](#) and [Proposal Pack](#) products.

This sample has been truncated to only show the first few pages. The complete version of this sample including an editable Word version is included with all Proposal Kit Professional and Proposal Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

