



PROPOSAL KIT SAMPLE

Heating and Air Conditioning Sample Proposal

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Cover Letter, Title Page, Cost Summary, Work Order (Without Deposit), Back Page

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Marcus Foster
88 Crabtree Ln
Charlotte, SC 28226

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 SC.

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



PROPOSAL

Heat Pump Installation

Prepared for: **Marcus Foster**
 Homeowner

Prepared by: **Julian Bader**
 Sales Director





COST SUMMARY

Costs	Price	
HearthStar 409 Heat Pump	\$4,092.12	
Pleinair Electrostatic Air Filter	\$517.32	
New ductwork for connection	\$225.72	
Delivery and installation services (2 men)	\$907.20	
	Subtotal	\$5,317.00
	Tax (8.0%)	\$425.36
	Total Amount	\$5,742.36

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.



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- 2) Click the Pick Documents button then click the View Samples tab.
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- 6) Open and edit the Word document to complete your work.

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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:

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