



PROPOSAL KIT SAMPLE

Roofing Contractor Sample Proposal

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

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

Georgia O'Donnell
Office Manager
O'Donnell Realty Company
809 West Oak Drive
Little Rock, AR 74225

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 AR. 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



QUOTE

NEW ROOF INSTALLATION

Prepared for: Georgia O'Donnell
Office Manager

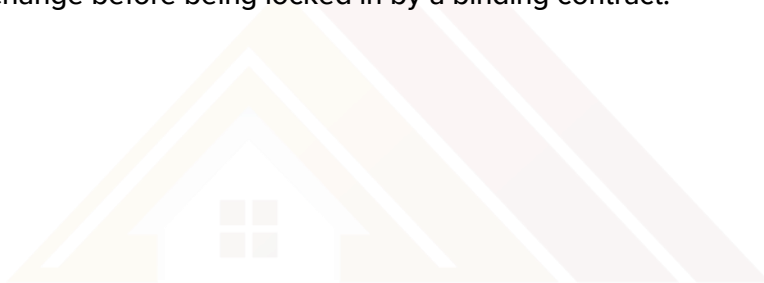
Prepared by: Michael Parker
Estimator



ESTIMATE

RENTALS	AMOUNT
Rental of 20-yard dumpster	\$258.00
Rental of portable toilet	\$139.75
Rental of portable washing facility	\$96.75
SUPPLIES	
SF asphalt roofing shingles	\$1,233.56
Waterproof sheeting	\$698.75
Boxes of roofing nails	\$451.50
EQUIPMENT	
Portable conveyor belt	\$258.00
Air compressors (x4 days)	\$580.50
Diesel for air compressors	\$102.13
LABOR	
Five experienced roofers	\$5,375.00
Crew foreman	\$1,505.00
SUBTOTAL ESTIMATED AMOUNT	\$9,952.50
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.





PROCESS SUMMARY

Here are the steps you can anticipate in your roofing project:

- Delivery of waste container from Waste Naught Arkansas. This large dumpster is approximately 22 feet long by 8 feet wide by 4.5 feet tall, and must be positioned close enough to a roof edge that workers can toss in old roofing materials as they are removed from your roof. Please have the position marked and plan for access so that the delivery truck can place the waste container. This may necessitate clearing your parking lot or removal of other items around the perimeter of your building. Please plan for this container to be in place for one week.
- Delivery of portable toilet and washing facilities from SanuCan for our workers. Please mark positions for these fixtures, which will require two flat spaces, approximately 3 feet by 3 feet each. No water or sewer hookups are needed; these units are self-contained. Please plan for these two facilities to be in place for one week.
- Roofing crew arrives and begins to remove old layers of shingles and underlying materials from roof, filling dumpster as they progress.
- After roof has been stripped down to the plywood sheathing, the underlying structure will be analyzed. If the substructure is free of rot and sufficiently strong to support the new shingles, we will immediately proceed to Step 5. If any rotten spots are found or there is insufficient support for the new roof, we will have to make repairs and/or reinforcements before the new shingles can be laid down.
- New waterproof sheeting nailed to underlying plywood, all nail holes covered with waterproof caulk.
- New asphalt shingles delivered to rooftop and nailed into place. Please allow for positioning of our conveyor belt apparatus next to your building to deliver shingles to rooftop.
- All debris placed into waste container, all construction items removed from site.
- Container picked up by Waste Naught Arkansas, portable toilet and washing facilities picked up by SanuCan.

Please note that the process of removing old roofing materials and installing new ones can be very noisy. Our workers use pneumatic nail guns and screwdrivers powered by air compressors, which will be running during much of the process. You may want to relocate business functions while this project is taking place. We anticipate a crew of six workers on this project. If possible, please plan for parking spaces for these six workmen for one week.



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