



HVAC PROPOSAL



PREPARED FOR

Client Name

Address

Phone Number

Email Address

INTRODUCTION

INSPECTION REPORT

SUMMARY



PROJECT SUMMARY

We've put together this project summary to give you a clear picture of what to expect—what we'll do, when we'll do it, and how much it'll cost.

Proposed Start Date:

Proposed Date of Completion:

SCOPE OF WORK

Service(s) Included:

Pricing:

ABOUT US



VISION AND MISSION STATEMENT



SERVICES

Services offered

Service	Description

PRICING

Pricing and rates

	Price	Quantity	Total

* Prices include applicable taxes and are valid until:

TERMS AND CONDITIONS

Effective date:

1. INTRODUCTION

2. PARTIES

3. SCHEDULE

4. SERVICES

5. PRICING

6. PAYMENT METHODS

7. DEPOSIT

8. MATERIAL AND EQUIPMENT

9. WARRANTIES AND GUARANTEES

10. INSURANCE AND LIABILITIES

11. PERMITS AND REGULATIONS

12. RIGHTS AND RESPONSIBILITIES

13. DISPUTE SOLUTION

14. ENTIRE AGREEMENT

15. GOVERNING LAW



SIGN OFF AND APPROVAL

