

Bid Proposal Template

Module 3 | AI for Contractors Course | ITech Plus

Use this template as a starting point. Fill in the bracketed sections, then paste into ChatGPT to format and polish.

COMPANY HEADER

[Your Company Name]

[Address]

[Phone] | [Email] | [License #]

BID PROPOSAL

Date: [Date]

Project: [Project Name]

Client: [Client Name / Company]

Location: [Project Address]

PROJECT SUMMARY

[2-3 sentence overview of the project and what you are proposing to do]

SCOPE OF WORK

1. [Major task / phase 1]

2. [Major task / phase 2]

3. [Major task / phase 3]

4. [Major task / phase 4]

(Add or remove as needed)

MATERIALS

[Material 1] - [Quantity] - \$[Cost]

[Material 2] - [Quantity] - \$[Cost]

[Material 3] - [Quantity] - \$[Cost]

Materials Subtotal: \$[Amount]

LABOR

[Phase/Task 1] - [Hours/Days] - \$[Cost]

[Phase/Task 2] - [Hours/Days] - \$[Cost]

Labor Subtotal: \$[Amount]

PROJECT TOTAL: \$[Amount]

(Include or exclude tax as applicable)

TIMELINE

Estimated Start: [Date]

Estimated Completion: [Date]

Note: Timeline subject to weather, permitting, and material availability.

PAYMENT TERMS

[e.g., 50% deposit, 25% at rough-in, 25% at completion]

Payment due within [X] days of invoice.

EXCLUSIONS

- [Items NOT included in this bid]
 - [e.g., Permitting fees, engineering, landscaping restoration]
 - [Anything the client might assume is included but is not]
-

ACCEPTANCE

This proposal is valid for [30] days from the date above.

Client Signature: _____ Date: _____

Contractor Signature: _____ Date: _____
