



PREPARED FOR

Client Name

Address

Phone Number

Email Address

INTRODUCTION

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



SERVICES

Services offered

Service	Description

PRICING

Pricing and rates

Price	Quantity	Total
	Price	Price Quantity

* 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. RIGHTS AND RESPONSIBILITIES	
12. DISPUTE SOLUTION	
13. ENTIRE AGREEMENT	
14. GOVERNING LAW	

SIGN OFF AND APPROVAL

