**BID PROPOSAL**

**Client information**

*Name  
Address  
Phone number  
Email address*

**Contractor information**

*Name  
Address  
Phone number  
Email address*

**Job name**

*Name of project*

**Job summary**

*Brief overview of the project and how your company plans to provide its expertise to complete it. List of the tasks that your company would perform, including key deliverables.*

**Proposed project budget**

*Estimated cost of the project, including details that could alter it.*

**Terms and conditions**

*Details about expectations, variables that could affect the proposal and additional responsibilities.*

**Project timeline:**

*You can either list the start and completion date for the project or provide a general timeframe for once an agreement has been reached.*

**Client signature**

*Leave a space for the client to sign and date.*

**Contractor signature**

*Leave a space for the company representative to sign and date.*