

XYZ PAINTING

INTERIOR PAINTING BID PROPOSAL

XYZ Painting
"When you need it done right!"
 4444 Fifth St., Suite 666
 Lancaster, CA 93535
 Phone (661) xxx-xxxx
 Cell (661) xxx-xxxx
 Ca. Contr. Lic. #000000

Owner's Name: JOHN Q. CUSTOMER		Owner's Address: 949 GRANT STREET			
Owner's City: BENICIA	Owner's Zip Code: 94510	Owner's Home Phone: 707-747-4735	Owner's Work Phone: 800-820-5656		
Project Address: 747 BOEING ST, SUITE 757		Project City: CONCORD	Project Zip Code: CONCORD	Project Phone: 510-015-1111	Date: 8-10-03

a. Scope of Work: XYZ Painting hereby submits the following specifications and estimates to paint and/or improve the interior of the above premises:

- | | | | | | |
|--|-------------------------------------|----|-------------------------------------|-------------------------------------|--|
| <table border="0"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table> | Yes | No | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <ol style="list-style-type: none"> 1. Inspect the surfaces to be painted to determine the work that needs to be performed. 2. Chemically treat surfaces that are glossy, chalky, rusty, moldy or that have mildew to provide a good surface to receive the new paint. 3. Remove all switch plates, door hardware, fixtures, etc., & replace after the paint is dry. 4. Remove loose peeling paint by hand scraping, wire brushing, hand sanding, or power sanding. 6. Feather sand bare wood surfaces to make the finish smoother & to make paint jobs less visible. 5. Scuff sand or chemically etch glossy areas, or areas of possible poor paint adherence to provide good paint bonding. 7. Fill holes, cracks, or specified damaged areas in the wood surfaces as needed. 8. Re-set or replace loose or popped nails as needed & fill to a flush surface. 9. Patch holes, cracks, or any specified damaged areas in the wall surfaces with an appropriate repair compound. 10. Caulk wood splits, cracks, non-expansion joints, window & door openings, wall trim joints, counter top to wall seams & tub or shower to wall joints with an appropriate caulking compound. 11. Mask off & cover all surfaces & objects, as needed, to protect them from paint & primer. 12. After all the preparation is completed, apply a full coat of compatible, manufacturer recommended primer to all bare or repaired areas & surfaces, or surfaces where adhesion may be a problem. 13. Apply a full coat of our recommended paint or finish to all wall surfaces. Recommended paint: <u>CHARS EASY LIVING SATIN</u> 14. Apply a full coat of our recommended enamel to all previously enameled trim & wall surfaces. Recommended enamel: <u>KELLY-MOORE</u> 15. Apply a full coat of varnish to all stained doors. 16. Clean up & remove any debris with customer provided trash container & replace objects previously removed or relocated. 17. Inspect finished job with our customer & correct any items of concern to assure quality control. |
| Yes | No | | | | |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | |

Special attention to bathroom wall. Apply mildewcide to all wall surfaces. Paint all walls with Zinssers Perma White mildewproof paint.

TIP TO SELL MORE JOBS!

Use this form instead of using a contract or proposal/ contract as your bidding form like most Contractors do. Your bid presentation will be more successful if it includes marketing and sales documents like this instead of legal documents like contracts. Remember to take the time and list detailed specs on all the work you are going to do for your prospective customer. The more the better! Don't just say "Repaint Interior! Instead list all the steps you'll take. And don't forget to list your warranty, particularly if it is something special! And remember, a detailed written warranty is a powerful marketing tool. Showing a warranty like ACT's Warranty Certificate to a prospective customer gives them a big reason to buy from you instead of buying from the other guy. Remember, you aren't just "dropping off a bid", you are selling your services to the customer. Make it easy for your potential customer to choose you over the other guy. This form is a great place to start!!! After you get the OK to proceed with the work then bring out the legal stuff (contracts), not before!!! I'll guarantee you will sell more of your bids if you use this form! It will blow the competition out of the water!

b. Not Included: This proposal does not include: Family room, dining room and entry. No cabinets.

c. WE PROPOSE to furnish material, equipment and labor in accordance with the above specifications for the sum of:

9,856.75 dollars

NOTE: This proposal may be withdrawn if not accepted within

30 days from 8-10-03
date

Respectfully submitted by: _____
Company Representative

d. WE ACCEPT... the prices, specifications, and terms as stated in this bid proposal are approved. We authorize you to draw up all necessary contract documents so work can be commenced.

_____ date
approved and accepted (owner or owner's authorized agent)

_____ date
approved and accepted (second owner- if any)