

# XYZ CONTRACTORS

## BID PROPOSAL

**XYZ Contractors**  
 "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: <b>JOHN Q. CUSTOMER</b>		Owner's Address: <b>949 GRANT STREET</b>			
Owner's City: <b>BENICIA</b>	Owner's Zip Code: <b>94510</b>	Owner's Home Phone: <b>707-747-4735</b>	Owner's Work Phone: <b>800-820-5656</b>		
Project Address: <b>747 BOEING ST, SUITE 757</b>		Project City: <b>CONCORD</b>	Project Zip Code: <b>CONCORD</b>	Project Phone: <b>510-015-1111</b>	Date: <b>8-10-00</b>

**a. Scope of Work:** XYZ Contractors hereby submits the following specifications and estimates:

Your bid specifications and details written here.

**This is form BP1 Bid Proposal  
 to ORDER  
 CALL ACT Contractors Forms  
 at 1-(800) 820-5656**

**TIP TO SELL MORE JOBS!**

*Use this form instead of using a contract or proposal/ contract as your bidding form as most Contractors do. Your bid presentation will be more effective 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 "Replace front door"! 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!!!*

**b. Not Included:** This proposal does not include Garage , deck , fences and outbuildings.

**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NOTE: This proposal may be withdrawn if not accepted within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 9-20-2003  
 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 begin.

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

\_\_\_\_\_  
 approved and accepted (second owner- if any)      date