Construction proposal template

A construction proposal as a priced table: each scope section with its price, what is included and excluded, the payment schedule, and the terms that make the price valid.

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

Section	Scope	Included	Excluded	Price	Payment milestone ▾	Valid until	Notes

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/templates/construction-proposal-template

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

Section	Scope	Included	Excluded	Price	Payment milestone ▾	Valid until	Notes
Demolition	*Strip kitchen to studs*	*Remove cabinets, counters, flooring; haul away*	*Asbestos abatement if found*	*$4,800*	*Deposit*	*Nov 1, 2026*	
Framing & rough-in	*Move one wall; rough-in*	*Plumbing and electrical rough-in*	*Panel upgrade*	*$18,600*	*Rough-in complete*	*Nov 1, 2026*	
Cabinets & counters	*Install cabinets and counters*	*Install owner-selected cabinets; quartz counters*	*Cabinet supply (owner)*	*$14,200*	*Substantial completion*	*Nov 1, 2026*	
Finishes	*Floor, paint, tile*	*LVP flooring, paint, backsplash tile*	*Appliances*	*$9,400*	*Final*	*Nov 1, 2026*	

How to fill it in

1. One row per section of work the client will recognise; describe the scope in plain words.
2. List what is included and excluded on the same row — the client reads them side by side.
3. Price each section from your estimate; the total calculates.
4. Attach each section to a payment milestone so the payment schedule writes itself.
5. Set a valid-until date, export to PDF with your cover letter, and send.

Options for the ▾ columns

- **Payment milestone:** Deposit / Rough-in complete / Substantial completion / Final / Monthly progress

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