

WORK PROPOSAL

Company Name: _____ Proposal Number: _____

Client Name: _____ Contact Person: _____

Client Address: _____

Phone / Email: _____

Project Description:

Describe the scope and objectives of the work to be performed under this proposal, including key deliverables, expected outcomes, and any assumptions or constraints that apply to the project.

Proposed Work Schedule:

Provide an overview of the planned milestones, phases, or timeline for completion of the work. Include start and end points, major activities, and any deadlines or critical dates relevant to the proposal.

Fees and Payment Terms:

The total proposed fee for the work is \$_____. Payment shall be made according to the following schedule or terms: e.g., percentage upon signing, progress payments, final payment upon completion.

Responsibilities of the Parties:

Contractor shall perform the work in a professional and timely manner in accordance with industry standards. Client shall provide access to premises, necessary information, and cooperation to facilitate timely completion.

Change Orders:

Any changes to the scope of work, schedule, or fees shall be made only by written change order signed by both parties. Additional fees or time arising from changes will be agreed upon in advance.

Termination:

Either party may terminate this proposal upon written notice if the other party materially breaches any provision and fails to cure within a reasonable period. Upon termination, Client shall pay Contractor for all work performed to date.

Confidentiality:

Both parties agree to maintain the confidentiality of any non-public information exchanged in connection with this proposal, except as required by law or agreed in writing.

Limitation of Liability:

Contractor's liability for damages arising under this proposal shall be limited to the amount paid by Client for the work performed. In no event shall Contractor be liable for indirect, consequential, or punitive damages.

Governing Law and Venue:

This proposal shall be governed by and construed in accordance with the laws of the State of _____. Any disputes shall be resolved exclusively in the courts located in _____ County, _____.

Entire Agreement and Amendments:

This proposal constitutes the entire agreement between the parties regarding its subject matter and supersedes all prior discussions. Any amendments must be in writing and signed by both parties.

PROPOSER'S SIGNATURE

CLIENT'S SIGNATURE

Signature: _____

Signature: _____

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