**Microsoft Word Construction Project RFQ**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATE OF QUOTE | MM/DD/YY |  |  |  |  |  |
| WORK START DATE | MM/DD/YY |  |  |  |  |  |
| WORK END DATE | MM/DD/YY |  |  |  |  |  |
| QUOTE PREPARED BY | Name, Title |  |  |  |  |  |
| QUOTE ID NUMBER | 0 |  |  |  |  |  |
| VALID UNTIL | MM/DD/YY |  |  |  |  |  |
| PAYMENT DUE BY | MM/DD/YY |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **COMPANY** |  | **ESTIMATE PREPARED FOR** |  |  |
| AGENCY NAME |  | CLIENT NAME |  |
| ADDRESS LINE ONE |  | ADDRESS LINE ONE |  |
| ADDRESS LINE TWO |  | ADDRESS LINE TWO |  |
| CONTACT PERSON, TITLE |  | CONTACT PERSON, TITLE |  |
| PHONE |  | PHONE |  |
| EMAIL |  | EMAIL |  |
| PROJECT DETAILS |  |  |  |  |  |  |  |
| PROJECT NAME |  |
| PROJECT DESCRIPTION |  |
| SCOPE |  |
| OBJECTIVES |  |

PROJECT ESTIMATE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SERVICES / ITEMS | DESCRIPTION | QUANTITY | UNITS | COST | SUBTOTAL |
| **MATERIALS AND EQUIPMENT** |
| Item | Description | **0** | Units | **$0.00** | **$0.00** |
|   |  | **0** |   | **$0.00** | **$0.00** |
|  |   | **0** |   | **$0.00** | **$0.00** |
|  |   |  |   |  |  |
|  |   |  |   |  |  |
|  |  |  |   |  |  |
| **LABOR** |
|  |  | **0** | Hours | **$0.00** | **$0.00** |
|  |  |  |   | **$0.00** | **$0.00** |
|  |  |  |   |  |  |
|  |  |  |   |  |  |
|  |  |  |   |  |  |
|  |  |  |   |  |  |
|  |  |  |   |  |  |
|  |  |  |  |  |  |  |  |  |
| ESTIMATE SUMMARY | **SUBTOTAL** | **$0.00** |
|  | **TAXES** | **$0.00** |
|  | **OTHER** | **$0.00** |
|  | **TOTAL** | **$0.00** |

BIDDER QUALIFICATIONS AND EXPERIENCE

QUALIFICATIONS

|  |
| --- |
|  |

EXPERIENCE

|  |
| --- |
|  |

AUTHORIZATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Customer Signature |   |  |  |  |  |  |
| Authorized Signature |   |  |  |  |  |  |
| Terms and Conditions |   |
|  |  |  |  |  |  |  |  |  |
|  *Please make check payable to (Company Name). For questions about your estimate, please contact:* |
| *Name, Title | Phone | Email* |
| *web address* |

|  |
| --- |
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