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| **A picture containing text  Description automatically generatedCONSTRUCTION PROJECT REQUEST TEMPLATE** |
| **PROJECT NAME** |   |
| **JOB LOCATION** |   |
| **ESTIMATED START DATE** |   | **ESTIMATED FINISH DATE** |   |
|  |  |  |  |
| **OWNER INFORMATION** | **CONTRACTOR INFORMATION** |
| **OWNER COMPANY NAME** |   | **CONTRACTOR COMPANY NAME** |   |
| **OWNER CONTACT NAME** |   | **CONTRACTOR CONTACT NAME** |   |
| **ADDRESS** |   | **ADDRESS** |   |
| **OWNER PHONE** |   | **CONTRACTOR PHONE** |   |
| **OWNER EMAIL** |   | **CONTRACTOR EMAIL** |   |
|  |  |  |  |
| **SCOPE OF WORK** |
|   |
|  |  |  |  |
| **MATERIALS AND SERVICES NOT INCLUDED** |
|   |
|  |  |  |  |
| **AGREEMENT TERMS** |
|   |
| **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** |   |
|  |
| **ACCEPTANCE OF PROPOSAL** |
| Proposed costs, specifications, and conditions detailed above are accepted, and specified work is authorized to begin on the agreed upon date. Payment for services rendered will be made as specified.  |
| **AUTHORIZED CLIENT SIGNATURE** |   | **DATE OF ACCEPTANCE** |   |

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| --- |
| **COST BREAKDOWN** |
| **QTY** | **MATERIAL** | **RATE** | **TOTAL** |  | **LABOR** | **HOURS** | **RATE** | **AMOUNT** |
|   |   |   |  $ -  |  |   |   |   |  $ -  |
|   |   |   |  $ -  |  |   |   |   |  $ -  |
|   |   |   |  $ -  |  |   |   |   |  $ -  |
|   |   |   |  $ -  |  |   |   |   |  $ -  |
|   |   |   |  $ -  |  |   |   |   |  $ -  |
|   |   |   |  $ -  |  |   |   |   |  $ -  |
|   |   |   |  $ -  |  |   |   |   |  $ -  |
|   |   |   |  $ -  |  |   |   |   |  $ -  |
|   |   |   |  $ -  |  |   |   |   |  $ -  |
|   |   |   |  $ -  |  | **TOTAL LABOR** |  **$ -**  |
|   |   |   |  $ -  |  |  |  |  |  |
|   |   |   |  $ -  |  | **MISCELLANEOUS CHARGES** |
|   |   |   |  $ -  |  |   |  $ -  |
|   |   |   |  $ -  |  |   |  $ -  |
|   |   |   |  $ -  |  |   |  $ -  |
|   |   |   |  $ -  |  |   |  $ -  |
|   |   |   |  $ -  |  |   |  $ -  |
|   |   |   |  $ -  |  |   |  $ -  |
|   |   |   |  $ -  |  |   |  $ -  |
| **TOTAL MATERIALS** |  **$ -**  |  | **TOTAL MISCELLANEOUS** |  **$ -**  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **TOTAL MATERIALS** |  **$ -**  |
|  |  |  |  |  | **TOTAL LABOR** |  **$ -**  |
|  |  |  |  |  | **TOTAL MISCELLANEOUS** |  **$ -**  |
|  |  |  |  |  | **SUBTOTAL** |  **$ -**  |
|  |  |  |  |  | **TAX RATE** | **0.00%** |
|  |  |  |  |  | **TOTAL TAX** |  **$ -**  |
|  |  |  |  |  | **TOTAL** |  **$ -**  |

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