|  |  |  |  |
| --- | --- | --- | --- |
| **[A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=11348&utm_source=integrated+content&utm_campaign=/content/project-request-form-templates&utm_medium=Construction+Project+Request+doc+11348&lpa=Construction+Project+Request+doc+11348&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)CONSTRUCTION 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| **PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF** | | |  |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** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COST BREAKDOWN** | | | | | | | | |
| **QTY** | **MATERIAL** | **RATE** | **TOTAL** |  | **LABOR** | **HOURS** | **RATE** | **AMOUNT** |
|  |  |  | $ - |  |  |  |  | $ - |
|  |  |  | $ - |  |  |  |  | $ - |
|  |  |  | $ - |  |  |  |  | $ - |
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|  |  |  | $ - |  |  |  |  | $ - |
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|  |  |  | $ - |  |  |  |  | $ - |
|  |  |  | $ - |  |  |  |  | $ - |
|  |  |  | $ - |  | **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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