

Letterhead formatted to match Figure C-28

JERMANOK Construction

26-38 Corrimal Street, Wollongong, NSW 2500; Tel: 02-4225-3202; www.jermanok.com.au

"Proposal" text formatted in 14-point Arial Black, centered

Proposal of Renovation

Date:
December 11, 2010

Work to be performed for and at:
Amy Wright and Bill Pedersen
42 Kembla Street
Wollongong, NSW 2500

Date, Work to be performed, Scope of work, Payment schedule, and Agreement headings in 11-point Arial Black

Scope of work:

Renovation of second floor bathroom and the customer.

List formatted with 4 points of space after each paragraph. Dotted line tab leaders precede prices, which are aligned with a left tab stop at the 6 1/4" mark.

1. Demo of all partitions, bathroom, and chimney.\$4,125
2. Framing and drywall (skim coat), including ceilings and closets.\$5,125
3. Finish work: window casings, door casings, ceiling molding.\$3,750
4. Floor, wall, and ceiling prep and patch work.\$2,500
5. Floor tile — installation only (100 sq. ft.).\$ 625
6. Wall tile — installation only (100 sq. ft.).\$750
7. Cabinet installation in bathroom.\$600
8. Oak floor: layover in bedroom. (182 sq. ft.).\$1,456
9. Shower door and recessed medicine cabinet.\$ 500
10. Blown-in insulation, work area (approx. 800 sq. ft.).\$2,000
11. Shelving above dryer and closets and poles (2 closets).\$800
12. Patching of duct, trim, and offset duct.\$937
13. Coordination of patching and boxing of pipes and heading-off joists.\$1,875
14. Permit and inspection services.\$500

Total estimated job cost: \$25,543

Approximate job time: Six weeks

List formatted as numbered list, with bold applied to the numbers. Bold also applied to two lines below list.

Payment schedule:

5 equal payments of \$5108.60

First payment is due upon acceptance of this estimate; three payments are due on dates to be specified by the contractor upon acceptance of this agreement (approximately every ten days after commencement of job); and final payment is due upon completion.

Agreement:

Any alteration or deviation from the above specifications involving additional costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Pre-existing or unforeseen code violations and/or hazardous materials that need to be corrected will also accrue an additional charge. In signing this agreement the owner warrants the suitability of the architectural plans; any delays or costs resulting from flaws in these plans will be the responsibility of the owner. The contractor will not be held responsible for unforeseen circumstances, such as strikes, accidents, or delays beyond control. The owner is responsible for carrying fire, tornado, and other necessary insurance upon the above work. Workmen's Compensation and Public Liability Insurance on above work are the responsibility of the contractor. This offer is valid for thirty days.

Signature block indented using
tabs to the 3 ¼" mark

Respectfully submitted,

Your Name

Accepted by:

Date: