|  |  |  |
| --- | --- | --- |
| Prepared By: | Your Name at Your Business Name | <Insert your logo here> |
| Proposal For: | Customer Name at (Customer Business if applicable) |

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| Proposal Summary: |
| A summary of the services your business intends to provide for your customer.  For example, we plan to install a gas-ducted heating system for your home according to the specifications in this proposal. We recommend a follow-up maintenance appointment after three months to ensure your system is running properly. |

**HVAC Proposal**

|  |  |
| --- | --- |
| Business Name: |  |
| Address: |  |
| Phone Number: |  |
| Email: |  |

|  |  |
| --- | --- |
| Customer Name: |  |
| Customer Address: |  |
| Phone Number: |  |
| Email: |  |

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| About <Your Business Name> |
| Put a small blurb about your Business and what you offer to your customers!  For example: (Your Business Name) is a locally-owned business with 15 years' experience in HVAC installation, repair, and maintenance. We specialise in cost-effective and energy-efficient systems for our customers and our entire service team is fully licensed and insured. We guarantee quality service and follow-up to get the best out of your HVAC system. |

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| **Proposed Service Plan** |
| Here’s where you can fill out (typing or print and fill) the proposed works for the customer, including installation and maintenance and the relevant timetable for each. Include details of the chosen system and necessary supplies/equipment.  If the customer has yet to decide on the options, you can also include details about available products and services. |

|  |  |
| --- | --- |
| Cost Breakdown | |
| Item | **Cost** |
| Type or print and write in descriptions/costs, for example: Heating Unit | $1,500 |
| Gas Heater Unit Installation | $2,000 |
| Gas Heater Ductwork Installation | $2,000 |
| Thermostats x 2 | $300 |
| Etc. |  |
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| TOTAL | $5,800 |

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| **Customer Testimonials:** |
| Here you can write any previous customer testimonials and successes, and/or mention your business’ reviews.  For Example:  We have installed over 150 gas-ducted heating systems locally, and our customers have rated our business 4.7 stars.  Gabby wanted a heating solution for her older property, but she was concerned about the upfront cost of a new ducted heating system. Since the installation, she has experienced the long-term cost benefits, saving money over time with our energy-efficient units. Her system heats the whole house and has run without major issues due to our periodic maintenance. She gives our team 5 stars out of 5! |

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| Payment Methods: |
| Here you can put your offered payment methods and system  For example:  Card Payments available via Stripe  Direct Debit Available  Account Details:  Account Name:  BSB:  Account Number:  Please reference with invoice number |

|  |  |  |  |
| --- | --- | --- | --- |
| Contract Agreement | | | |
| By signing this document, you agree to the service terms and conditions as outlined below in our Terms and Conditions section. | | | |
| I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and agree to the terms and conditions of this proposal document. I agree that my signature/typed name represents a digital signature for the purposes of this contract. | | | |
| Sign Here: |  | Date: | \_\_\_\_ /\_\_\_\_ /\_\_\_\_\_\_\_\_ |

# **Service Terms and Conditions:**

You can insert your relevant service terms and conditions here.

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