***(Your Company Name)***

***(Your Company website)***

***(Your Name)***

***(Your Company Address - if you home office, I suggest you get a po box and use that address)***

***(Your office phone #)***

**(DATE)**

**Page 1 of 2**

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| ***Proposal for:*** |

Client name:

Designer name, builder name or referred by:

|  |
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| ***Job information:*** |

Job address:

Phone: H-

W-

C-

Email address:

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| *(your company name) proposes to furnish all materials for (unless noted otherwise) and perform the labor for the following painting projects:* |

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| --- | --- | --- | --- |
| ***Room***  ***(or Furniture Piece)*** | ***Finish:*** | ***Notes to self or client for necessary prep work:*** | ***Cost:*** |
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| Job details: |

If the details of this proposal are acceptable, please call the office number or email to confirm. Call or email does not secure time slot for job; payment of the deposit guarantees booking on calendar. Therefore, prompt payment of your deposit is suggested. Deposit may be mailed to address on page 1.

Our first complimentary meeting is at no charge unless noted otherwise, is a design consultation or outside of a 30 mile driving radius from business office. Additional consultations may be charged to client.

Client is responsible for selecting and purchasing all hardware for cabinet projects. We are happy to switch hardware to the new selections for client as long as they are the same size and fit.

Cost for cabinet samples or sample boards will be established at consultation. All sample boards are to remain the property of (your company name).

A certain degree of variation both from the sample board and in the project is to be expected when the project is executed. Samples indicate the general size and pattern and cannot be exact when executed onto the entire project of walls, woodwork or furniture. Understand that in the art of faux finishing, variations will occur from person to person, day to day and wall to wall. This adds to the beauty of the finish.

All paint, project supplies and tools are included in the pricing listed on Page 1 unless otherwise noted or an addition to the project.

Please note that all paint will wear and fade over time. We use the best supplies we can to ensure a beautiful, quality finish for years to come. However as with all painted surfaces, typical wear and fading is to be expected over time.

Additional labor and/or materials from adding to the projects previously listed will be billed to client. Any changes to the scope of the project will be communicated via email, noted in revised proposal and be the financial responsibility of the client.

We do not move furniture, home furnishings or personal belongings from the job space. That is the responsibility of the client both to protect your belongings and ourselves. Cabinets will need emptied of everything unless client is ok with them becoming dust covered. Drawers need to be emptied enough to allow for us to use an electric screwdriver on the inside to remove the handles.

The prices listed are for a complete job booking. If client decides of only some of the listed projects, the pricing may vary as price breaks are given for larger job bookings.

Cancelling a job within a week of confirmed start date will result in billing client for any purchased supplies that cannot be returned for a refund.

(Your company name) reserves the right to take pictures of all painting work done at this job location. Pictures are able to be used in all of our company advertising and on company website unless discussed otherwise with client. This includes using photos of client’s projects on all social media sites including but not limited to, Facebook, Pinterest, Instagram and Twitter.

Unpaid invoices outstanding 14 days after job completion will accrue interest at the rate of 20% per year. Returned checks will be charged to client for $30 plus all finance charges that are incurred if a check is returned to client.

All proposals accepted after 120 days from date on page 1 may need altered to account for rise in product costs or a rise in company rates.

Communication between client and (your company name) will be made between normal business hours Monday – Friday, 9-5.

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| Payments for noted work to be made as follows: |

50% of the total cost listed one page 1 for all accepted projects is due upon the acceptance of the proposal and will guarantee discussed time slot on the calendar. Balance is due at job completion. Checks should be made payable to business.

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| Proposal acceptance: |

The cost, job, and notations for the projects listed here are accepted. You are given authorization to complete this contract as specified. Payment due for projects as noted above.

Home/business owner signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_