Quote and Proposal Templates

Write-on templates: text quote, one-page proposal, three options, introduction sheet.

2026-09-21_VEC_S05_Quote_and_Proposal_Templates.pdf

BLUF, BOTTOM LINE UP FRONT

Fill the blanks. Send within 24 hours. If a fact is missing, write Need input. Do not invent.

A. Text-message quote (four lines)

1. What (their name + the job in one line)

2. When (start / finish)

3. Price (includes / deposit)

4. How to say yes + price holds until

B. One-page proposal (six blocks)

1. Their situation (their words; their name first)

2. What I will do (numbered steps)

3. Price / includes / excludes / deposit / balance due

4. Timeline

5. Why me (provable only)

6. Next step + expiration date

C. Good / Better / Best

Option	What they get	Price
Good		
Better		
Best		

I recommend _____ because

D. One-page introduction sheet

Header: name, city, phone, email, website, positioning sentence

What we do (outcome bullets)

What makes us different

Work we have done (customer / what / result)

Company facts (founded, entity, insurance, Need input OK)