Project Proposal & Scope of Work

Northbrook Builders · Proposal #NB-2026-0184 · Prepared 2026

GENERATED DOCUMENT

Sanitized example · dummy data

Prepared for

Acme Holdings LLC (sample)
1420 Harbor Blvd, Suite 200
Anytown, CA 90000
attn: Facilities Director

Project

Tenant improvement — 6,800 sf
Commercial build-out
Est. duration: 14 weeks
Design-build delivery

Scope summary

Furnish all labor, materials, and supervision for the interior build-out of the leased commercial suite, including demolition, framing, MEP rough-in, finishes, and final inspections. Work performed to approved drawings and applicable code. Schedule and milestone billing per the table below. Allowances noted where selections are pending.

Phase	Scope	Allowance
01 Demolition & prep	Selective demo, haul-off, protection	$ 18,500
02 Framing & drywall	Metal stud, insulation, hang & finish	$ 62,000
03 MEP rough-in	Electrical, plumbing, HVAC distribution	$ 94,000
04 Finishes	Flooring, paint, millwork, ceilings	$ 71,500
05 Fixtures & final	Lighting, fixtures, punch, inspections	$ 39,000

Estimated total (allowance basis) **$ 285,000**

Schedule

Mobilization within 10 business days of executed agreement and permit issuance.
Substantial completion targeted at 14 weeks, weather and inspections permitting.

Billing

Progress billing by completed phase, net-15. 10% retention released at final sign-off.
Allowance reconciliation at closeout against actual selected materials.

Warranty

One-year workmanship warranty from substantial completion.
Manufacturer warranties pass through on installed products.

Exclusions

Permit/agency fees, hazardous-material abatement, off-hours work unless noted.
Owner-furnished items and FF&E install unless added by change order.

Acceptance

Signature
Client (sample)

Signature
Northbrook Builders