

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Contractor Name]

[Contractor Company Name]

[Contractor Address]

[City, State, Zip Code]

# Request for Proposal: Exterior Painting Services

To Whom It May Concern,

[Your Name/Company Name] is requesting proposals for professional exterior painting services for the property located at **[Property Address]**.

## 1. Project Scope

The project involves the complete exterior painting of the [Residential/Commercial] building. Specific requirements include:

- Surface preparation (power washing, scraping, sanding, and priming).
- Minor repairs to [Siding/Trim/Woodwork] as needed.
- Painting of all exterior walls, trim, doors, shutters, and [Other Features].
- Application of [Number] coats of high-quality paint.
- Clean-up and removal of all debris from the site.

## 2. Project Timeline

The project is expected to begin by [Start Date] and must be completed no later than [Completion Date].

## 3. Proposal Requirements

Please include the following in your proposal:

- Total estimated cost (breakdown of labor and materials).
- Type and brand of paint/materials to be used.
- Proof of insurance and licensing.
- Estimated duration of the work.
- References from at least three previous clients.
- Warranty information for labor and materials.

**4. Submission Deadline**

All proposals must be submitted via [Email/Mail] no later than [Deadline Date].

**5. Site Visit**

To schedule a walkthrough of the property, please contact [Contact Person Name] at [Phone Number].

Thank you for your time and consideration. We look forward to receiving your proposal.

Sincerely,

[Your Signature]

[Your Printed Name]