

Model Document: Short Solicited Sales Proposal

Jerwalted Nurseries

Ronald Malcomson, President

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February 1, 2003

Ms. Tricia Olivera, Vice President
Watford Valve Corporation
1600 Swanson Avenue
St. Louis, MO 63121

Dear Ms. Olivera:

Jerwalted Nurseries, Inc., proposes to landscape the new corporate headquarters of the Watford Valve Corporation, on 1600 Swanson Avenue, at a total cost of \$14,871. The lot to be landscaped is approximately 600 feet wide and 700 feet deep. Landscaping will begin no later than April 30, 2003, and will be completed by May 31.

The following trees and plants will be planted, in the quantities given and at the prices specified.

4	maple trees	@ \$110 each	\$440
41	birch trees	@ \$135 each	\$5,535
2	spruce trees	@ \$175 each	\$350
20	juniper plants	@ \$15 each	\$300
60	hedges	@ \$12 each	\$720
200	potted plants	@ \$12 each	\$2,400
Total Cost of Plants =			\$9,745
Labor =			<u>\$5,126</u>
Total Cost =			\$14,871

All trees and plants will be guaranteed against defect or disease for a period of 90 days, the warranty period to begin June 1, 2003.

The prices quoted in this proposal will be valid until June 30, 2003.

Thank you for the opportunity to submit this proposal. Jerwalted Nurseries has been in the landscaping and nursery business in the St. Louis area for 30 years, and our landscaping has won several awards and commendations, including a citation from the National Association of Architects. We are eager to put our skills and knowledge to work for you, and we are confident that you will be pleased with our work. If we can provide any additional information or assistance, please call us at the number listed above.

Sincerely,

Ronald Malcomson

Ronald Malcomson

Introduction states purpose and scope of proposal, and indicates when project can be started and completed

Body lists products to be provided and cost per item

Conclusion specifies time limit of proposal, expresses confidence, and looks forward to working with prospective customer