

Ultimate Checklist for a Successful Bid

The Essentials:

- Include basic information
- Provide project overview
- Give scope of work summary, with clear list of assumptions or clarifications
- Add stipulations of concerns
- Detail project timeline
- List equipment or assets
- Breakdown costs
- Cite overall pricing
- Wrap up with conclusion
- Attach sample contract
- Proof proposal carefully
- Add your branding
- Submit and apply

Expert Level:

- Create bid templates
- Track responses/success
- Use construction software