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