YOUR  
LOGO

**COMPANY NAME**

ENERGY AUDIT PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to perform a comprehensive energy audit for your facility. Our goal is to identify opportunities for energy efficiency, cost savings, and sustainability improvement.  
  
This proposal outlines the scope, methodology, and deliverables for the energy audit to be conducted at [Client Name]'s premises.

# Project Objectives

The primary goals are:  
  
- Analyze energy consumption and identify inefficiencies  
- Recommend practical and cost-effective energy-saving measures  
- Provide data to support environmental initiatives and carbon reduction  
- Increase long-term operational sustainability and reduce energy bills

# Proposed Services

Our energy audit services include:  
  
- Site walkthrough and system inspection (HVAC, lighting, equipment, etc.)  
- Analysis of historical utility data  
- Thermal imaging and load profiling (if applicable)  
- Identification of energy-saving opportunities  
- Prioritization of recommended upgrades with ROI estimates  
- Final energy audit report with roadmap for implementation

# Scope of Work

Scope includes:  
  
- On-site assessment of systems, envelope, and usage behavior  
- Measurement and verification (M&V) methodology setup  
- Utility and submeter data review  
- Creation of a detailed Energy Conservation Measures (ECMs) list

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Kickoff & Planning | Gather data and schedule site visit | [Start Date] |
| On-site Assessment | Conduct walkthrough and equipment review | [Date] |
| Data Analysis & ECMs | Analyze usage and define improvements | [Date] |
| Final Report Delivery | Submit audit and discuss next steps | [Completion Date] |

# Pricing

Estimated cost breakdown for energy audit services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Site Assessment | Walkthrough, system inventory | [Amount] |
| Data Review | Utility billing and metering analysis | [Amount] |
| Energy Modeling | Identify ECMs and simulate savings | [Amount] |
| Reporting | Comprehensive report and recommendations | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is an energy and sustainability consulting firm providing audit, optimization, and retrofit services to commercial and industrial clients.  
  
- Experience: [X] years in building performance and energy engineering  
- Expertise: ASHRAE audits, LEED, ISO 50001, HVAC systems, lighting retrofits  
- Mission: To help businesses operate efficiently while reducing their environmental footprint

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Comprehensive energy audit for a 100,000 sq. ft. warehouse  
- Outcome: Identified $150,000 in annual energy savings with a 2.1-year payback  
  
Testimonial:  
“[Your Company Name] gave us a clear roadmap to reduce energy costs and improve equipment performance.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, remainder upon delivery of final report.  
Scope: Includes audit, analysis, report, and consultation.  
Client Responsibilities: Provide access to site, utility bills, and key staff.  
Adjustments: Additional buildings, metering, or certifications may affect pricing.

# Acceptance

To approve this Energy Audit Proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_