YOUR  
LOGO

**COMPANY NAME**

ROOF INSPECTION & REPAIR PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for your roofing inspection and repair needs. Our expert team is committed to ensuring the integrity and longevity of your roof through thorough assessments and professional repair services.  
  
This proposal outlines our inspection process, recommended services, and pricing for [Client Name]'s property.

# Project Objectives

The primary goals are:  
  
- Identify and document existing damage, leaks, or wear  
- Prolong the life of the roofing system with proactive repairs  
- Improve structural safety and weather resistance  
- Provide detailed recommendations and cost-effective solutions

# Proposed Services

Our roof inspection and repair services include:  
  
- Full roof inspection (surface, flashing, gutters, penetrations)  
- Moisture detection and leak tracing  
- Condition reporting with photos and issue flags  
- Minor repairs (sealants, shingle/tile replacement, fastener tightening)  
- Recommendations for additional repair or replacement  
- Optional: Drone imaging, thermal scanning, gutter cleaning

# Scope of Work

Scope includes:  
  
- On-site inspection by licensed technicians  
- Repair of accessible and approved minor defects  
- Safety compliance and documentation  
- Follow-up report with maintenance plan recommendations

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Initial Contact & Scheduling | Coordinate access and confirm goals | [Start Date] |
| On-Site Inspection | Conduct physical and visual assessment | [Date] |
| Minor Repairs | Address immediate fixable issues | [Date] |
| Reporting & Final Review | Submit findings and next-step options | [Completion Date] |

# Pricing

Estimated cost breakdown for inspection and repair services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Roof Inspection | Comprehensive roof check with photos | [Amount] |
| Minor Repairs | Sealing, shingle/tile repair, debris removal | [Amount or hourly] |
| Optional Add-ons | Drone imaging, thermal scan, gutter clean | [Amount] |
| Final Report | Summary with recommendations and visuals | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a licensed roofing contractor with a strong track record in commercial and residential roof maintenance.  
  
- Experience: [X] years inspecting and repairing flat, sloped, and specialty roofing  
- Expertise: Asphalt shingles, EPDM, metal roofs, tile systems, leak detection  
- Mission: To provide reliable and transparent roof care that protects your property investment

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Multi-building inspection and patch repairs for HOA  
- Outcome: Reduced water ingress incidents by 90% and extended roof life by 5 years  
  
Testimonial:  
“[Your Company Name] was responsive, professional, and clear. Their report helped us budget smarter and fix problems before they escalated.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, remainder on repair completion.  
Scope: Includes assessment, minor repairs, and full report. Larger repairs quoted separately.  
Client Responsibilities: Provide site access and authorization for repairs.  
Adjustments: Weather delays or structural hazards may affect schedule.

# Acceptance

To approve this Roof Inspection & Repair Proposal and begin services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_