YOUR  
LOGO

**COMPANY NAME**

HVAC INSTALLATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for your HVAC installation needs. We provide professional heating, ventilation, and air conditioning solutions that ensure comfort, efficiency, and safety.  
  
This proposal outlines our plan for installing a new HVAC system tailored to your property.

# Project Overview

[Client Name] is seeking installation of a new HVAC system in a [residential/commercial] building, including equipment selection, ductwork, and post-install testing.

# Proposed Solution

We propose a full-service HVAC installation that includes equipment sourcing, professional installation, and testing to ensure optimal system performance.  
  
Key Benefits:  
- Energy-efficient systems and expert recommendations  
- Licensed and certified technicians  
- Code-compliant installation and clean project execution

# Scope of Work

Our HVAC installation services include:  
  
- Site assessment and load calculation  
- System design and equipment recommendation  
- Installation of HVAC units, ductwork, and controls  
- Electrical hookups and refrigerant charging  
- System testing and final inspection

# Timeline

Estimated schedule for HVAC system installation:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Site Assessment | Evaluate load and ventilation needs | [Start Date] |
| Equipment Installation | HVAC unit and ductwork setup | [Date] |
| Final Testing | System inspection and performance check | [Completion Date] |

# Pricing

Estimated cost breakdown for HVAC installation services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Equipment | HVAC unit and materials | [Amount] |
| Installation Labor | Setup and configuration | [Amount] |
| Testing & Cleanup | System test and job site cleanup | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] has been providing heating and cooling services for over [X] years.  
  
- Services: HVAC installation, repair, maintenance  
- Certifications: EPA-certified, licensed & insured  
- Mission: To deliver comfort, efficiency, and peace of mind through top-quality HVAC service

# Case Studies / Testimonials

Case Study: [Client/Project Name]  
  
- Project: Full HVAC system replacement in office building  
- Outcome: Increased energy efficiency and climate control  
  
Testimonial:  
“[Your Company Name] was efficient, professional, and easy to work with. Highly recommend.” — [Client Name]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon completion.  
Warranty: Equipment manufacturer warranty + [X] months workmanship warranty.  
Permits: Permits included unless otherwise noted.  
Change Orders: Must be approved in writing and may affect cost/timeline.

# Acceptance

To approve and begin the HVAC installation project, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client’s Printed Name]  
Address: [Installation Address]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_