

# Hawkins Rebuilds Homes, Inc.

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## Proposal/Bid / Add-On / Work Order Worksheet – Form #41

Contact Name and/or Property Owner's Name (Client):		Type of Work Needed: <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Painting <input type="checkbox"/> HVAC <input type="checkbox"/> Windows <input type="checkbox"/> Flooring <input type="checkbox"/> Tear-Out <input type="checkbox"/> Siding <input type="checkbox"/> Roofing <input type="checkbox"/> Chimney <input type="checkbox"/> Gutters <input type="checkbox"/> Landscaping (trees & Grass) <input type="checkbox"/> Move-in Clean Up <input type="checkbox"/> Concrete <input type="checkbox"/> Construction (Doors, Drywall, Repairs, etc.) <input type="checkbox"/> All work on "Scope of Work"			
Company Name:		Contact / Cell Phone / Fax:			
Property Address, City, ST, Zip:		Email Address:			
Request for Bid / Ad-On Taken by:	Date of Bid / Add-On:	Assigned To:	Access How? or Lock Box Code:		
Near Major Intersections and/or additional Notes:				HRHI's Property ID # (if any):	
Make Property Ready for: Move-In / Section 8 / Rental / Wholesale / Retail	Type of Dwelling: Commercial Residential   Single Family / Duplex / Triplex / Multiplex / Other	# of Bedrooms:	# of Bathrooms:	Square Footage:	# of Levels 1 2 3 4 Basement Yes No

Line	Description of Work and/or Materials Needed. (List Section of Property Number and/or Type of Work Needed)	Material Costs Estimated	Labor Costs Estimated	Totals
1				
2				
3				
4				
5				
6				
<b>Estimated Completion Date &amp; Notes:</b>		<b>Sub-Totals (from this side):</b>		
		<b>Sub-Totals (from back side):</b>		
		<b>Total Bid (from both sides):</b>		

### Terms of Payment(s) – See back side

1 <sup>st</sup> Draw:	Additional Draws or Final Payment:	
Bid Ordered by (Client / Property Owner):	Bid Submitted by (HRHI's signature):	Bid Approved by (Client / property owner's signature):

### Payment Information - For Home Use Only

Paid By	Date Paid	Total Paid	How Paid	Received By

**Additional Terms & Conditions:**

1. Hawkins Rebuilds Homes, Inc., an Indiana Corporation (hereinafter referred to as "HRHI") will be the General Contractor on this project. HRHI's License, Bonding & Insurance information is available upon request.
2. All HRHI's Proposals/Bids includes the costs of HRHI's Licensing, Bonding & Insurance as per our Certificate of Liability Insurance.
3. Any alterations or deviations from the original "Proposal/Bid" and/or the attached forms, or a list of specifications involving any extra costs (overages) should be agreed to verbally, or in writing, in advance, by both parties before that work can begin. The "Person/Client Accepting this Proposal/Bid" is responsible for paying any and all overages not listed on our "Initial Property Inspection" Report on this "Proposal/Bid Form".
4. Any bank fees, charge card fees, or additional "Bonding" required by the Client will be added or billed to the Client.
5. All material is guaranteed as specified, and the above work will be performed in accordance with the specifications submitted for this project. The work/job will be completed in a professional and workmanlike manner for the amounts listed in this Agreement.
6. All labor is guaranteed for one (1) full year from the completion date by the General Contractor and/or all Sub-Contractors.

**Terms of Payment(s):**

1. All payments to HRHI should be made payable to "Hawkins Rebuilds Homes, Inc.";
  - a. **or**, If HRHI thinks its bank may put the Clients check on an extended hold for several days, **please make check payable to "HRHI or Don Hawkins"**.
2. HRHI requires an initial payment of 100% down on all material and a 50% down payment on all labor on this Proposal / Bid before HRHI will start any work on this project. Each week thereafter, HRHI requires that the Client meet with HRHI each Wednesday or Thursday to determine the monies that HRHI will need for that week's additional "Draw" and to pick up a check. The additional "Draw" is for that week's payroll and next week's materials (if necessary).
3. HRHI's pay period ends each Wednesday for "all" of HRHI's workers and/or subs. HRHI pays its workers and/or subs every Friday by 12:00 noon. All payroll and materials must be paid to HRHI by Client a week in advance. Under no circumstances will HRHI allow Client to get into HRHI's pocket for payroll or materials.

Line	Description of Work to be Performed, and/or the Materials Needed	Material Costs Estimated	Labor Costs Estimated	Totals
7				
8				
9				
10				
11				
12				
	<b>Sub Totals (back page):</b>			

**Additional Notes** 1) List all "outside sources" (suppliers and/or vendors) needed to complete this job; 2) Attach any floor plans/blueprints, etc.: