

HVAC Proposal

This **HVAC Services Proposal** ("**Proposal**") is submitted by _____ ("**Provider**") to _____ ("**Client**") for the provision of heating, ventilation, and air conditioning services as described below. This Proposal is intended for general business use and, unless expressly stated otherwise, is non-binding until accepted and incorporated into a written agreement signed by both parties.

1. Purpose and Scope

The purpose of this Proposal is to outline the scope of HVAC services, commercial terms, and assumptions under which the Provider is prepared to perform work for the Client. This Proposal is designed to assist the Client in evaluating the proposed services and pricing.

Unless expressly stated in the Acceptance section, this Proposal does not create a legally binding obligation on either party.

2. Proposed Services

The Provider proposes to perform the following HVAC services for the Client:

Services may include, as applicable:

- Assessment of existing HVAC systems
- Supply and installation of HVAC equipment
- Preventive or corrective maintenance
- System testing and commissioning
- Removal and disposal of replaced components
- Documentation and service reporting

Services will be performed in accordance with generally accepted industry standards and the specifications outlined in this Proposal.

3. Equipment and Materials

Where applicable, the Provider will supply the equipment and materials necessary to perform the services described above.

Key Equipment and Materials

Description	Model / Specifications	Quantity

All equipment remains the responsibility of the Provider until installed and accepted by the Client, unless otherwise agreed in writing.

4. Project Timeline

The estimated timeline for performance of the services is as follows:

Proposed Start Date:

Estimated Completion Date:

The timeline is based on current information and assumptions. Delays caused by factors outside the Provider's reasonable control may result in adjustments to the schedule.

5. Pricing and Payment Terms

The proposed fees for the services are as follows:

Service or Phase	Price

Unless otherwise stated:

- Prices are exclusive of applicable taxes.
- Payment is due within _____ days of invoice issuance.
- Additional work outside the scope of this Proposal will be quoted separately and performed only with Client approval.

6. Client Responsibilities

To enable timely and efficient performance, the Client is expected to:

- Provide reasonable access to the premises and relevant systems
- Ensure the work area is safe and free from obstructions
- Disclose known issues or constraints affecting the HVAC systems
- Designate a point of contact authorized to provide instructions and approvals

Failure to meet these responsibilities may affect pricing, timelines, or service delivery.

7. Assumptions and Exclusions

This Proposal is based on the following assumptions:

- Existing systems are in a condition suitable for the proposed services
- No hazardous materials are present unless disclosed in advance
- Work will be performed during normal business hours unless otherwise agreed

The following are excluded unless expressly stated:

- Structural, electrical, or plumbing work not directly related to HVAC systems
- Permits, inspections, or third-party approvals
- Repairs required due to pre-existing defects not identified during assessment

8. Changes to Scope

Any changes to the services, equipment, or timeline described in this Proposal must be agreed in writing. Changes may result in adjustments to pricing, delivery dates, or other commercial terms.

9. Validity Period

This Proposal remains valid for acceptance until _____, after which it may be withdrawn or revised by the Provider.

10. Non-Binding Nature

Unless and until the parties execute a separate written agreement or the Acceptance section below expressly states otherwise, this Proposal is intended as a commercial offer only and does not create a binding contract.

11. Confidentiality

The contents of this Proposal are confidential and intended solely for evaluation by the Client. The Client agrees not to disclose this Proposal to third parties without the Provider's prior consent, except as required for internal review or approval.

12. Acceptance

If the Client wishes to proceed based on this Proposal, acceptance may be indicated by signing below. Acceptance confirms the Client's intent to move forward on the terms described, subject to execution of a final agreement where required.

Service Provider

Name

Date

Signature

Client

Name

Date

Signature



This document is a PDF copy of **HVAC Proposal** template. You can edit it with **Jotform Sign** and convert to an eSign document with **Jotform Sign**.



Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.

Jotform PDF Editor

Turn form submissions into PDFs automatically ready to download or save for your records.

jotform.com/products/pdf-editor/



Smart PDF Forms

Convert your PDF files into online forms that are easy to fill out on any device.

jotform.com/products/smart-pdf-forms/



Jotform Sign

Collect e-signatures with Jotform Sign to automate your signing process.

jotform.com/products/sign/



These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.