



Post Office Box 113 ~ Doylestown, PA 18901 ~ 215.794.5930 ~ Fax: 215.794.5931

THIS IS AN EXAMPLE OF A FAIRLY SIMPLE KITCHEN REMODELING PROPOSAL.
NOTES IN RED AND HIGHLIGHTING PROVIDED FOR INTERNET PURPOSES ONLY.

April 6, 2007

John & Jane Doe
123 Any Street
Yourtown, PA 90210

Dear John & Jane:

We propose to furnish, deliver and install the following custom kitchen for the sum total of
\$##,###.00. THIS PRICE INCLUDES ALL SECTIONS OF THE PROPOSAL.

Shiloh Cabinetry:

\$##,###.00

WE BEGIN WITH THE CABINERY, WHICH IS THE FIRST ITEM TO BE ORDERED. HERE WE CAREFULLY IDENTIFY ALL OF YOUR SELECTIONS. THIS REPRESENTS YOUR DOOR STYLING, WOOD SPECIES, COLOR AND HARDWARE. CHECK THIS OVER VERY CAREFULLY AS WE ORDER WHAT YOU AGREE TO.

Door Style: Raised Panel, 1-1/4" Full Overlay.
Drawer: Matching Door, 5-Pc., Raised On Large Drawers, Recessed On Small.
Wood: Paint-Grade Maple, Cherry.
Finish: French Ivory w/ Brown Glaze #P-1002 (Outside wall and peninsula).
Honey Stain w/ Black Glaze #S-3212 (Refrig. wall and bar area).
Hardware: Allowance = \$##.00 (included). HARDWARE ALLOWANCES PROVIDED WHEN HARDWARE IS NOT PROVIDED BY THE CABINET MFG. AND NOT CHOSEN PRIOR TO ORDERING THE CABINERY. THIS FIGURE MAY VARY BASED ON YOUR FINAL SELECTIONS.
Drawer Box: 3/4-in. Dovetailed Drawer Box, Blum "Blumotion" Slides.

EACH AND EVERY CABINET ITEM IS IDENTIFIED. CLIENTS ARE NOT RESPONSIBLE FOR INSURING THAT SIZING IS CORRECT, BUT RATHER MAKING SURE YOUR DESIRED ACCESSORIES AND DETAILS SUCH AS GLASS DOORS, OPEN SHELVES, CORBELS AND POSTS ARE LISTED APPROPRIATELY.

1. Wall Cabinet 39 x 36, Finish Left & Right Side – Plain Veneered, Butt Doors.
2. Wall Cabinet 16 x 36, Finish Left Side – Plain Veneer, Extend Right Stile 3", (1) Spice rack on door. INTERIOR ACCESSORIES ARE IDENTIFIED.
3. Wall Blind Cabinet 33 x 36, 20" Door (shelves).

- Wall Cabinet 39 x 36, **Finish Right Side – Plain Veneer**, Butt Doors. FINISHED SIDES ARE CALLED OUT AND IDENTIFIED AS EITHER PLAIN, WAINSCOT OR ANY OTHER CHOICE.
4. Wall Cabinet 24 x 21, 15" Deep, Butt Doors (microwave below).
 5. (2) ¾-in. Panels – 15" x 36" (left & right of microwave).
 6. Base Three Drawer 24, Extend Left Stile 3".
 7. Tall Oven Cabinet 30 x 90, Finish Left Side – Plain Veneer, Butt Doors, **(3) Tray Dividers**. INTERIOR ACCESSORIES ARE NOTED. ACCESSORIES ARE ALA CARTE.
 8. Refrigerator End Panel ¾-in. x 26-in. x 96-in.
 9. Wall Cabinet 36 x 18, 24" Deep, **Butt Doors**. BUTT DOORS SIMPLY MEAN THERE WILL BE NO CENTER STILE BETWEEN THEM, WHICH IS GENERALLY PREFERRED.
 10. Tall Filler 3" And Return (left of refrigerator).
 11. Wall Peninsula Cabinet 45 x 27, Finish Left Side – Plain Veneered, Finished Interior – Matching, Non-Operative Door On Left Side, Extend Right Front And Back Stiles 3", Arch Bottom Front And Back Rail Per Drawing, **(4) Mullion Doors, (4) Clear Glass Inserts**, Butt Doors. DETAIL SUCH AS MULLION DOORS WITH CLEAR GLASS INSERTS ARE CALLED OUT. BY DEFAULT WE INCLUDE A MATCHING FINISHED INTERIOR..
 12. Base Cabinet 45, Finish Left Side – Plain Veneered, Non-Operative Door On Left Side, Extend Right Front And Back Stiles 3", (2) Roll-Out Shelves.
 13. Base Full Door Cabinet 15, 12" Deep, Open Shelf, Finished Interior, Flush Toekick.
 14. Base Full Door Cabinet 33, 12" Deep, Finish Right Side, Butt Doors, Flush Toekick.
 15. Base Cabinet 15, Finish Left Side.
 16. Base Full Door Cabinet 30 (cooktop).
 17. Base Cabinet 33, (2) Roll-Out Shelves, Extend Right Stile 3".
 18. Base Sink Cabinet 51, Extend Left & Right Stiles 3", Openings To Be 11"-20"11", Single Trash Pull-Out On Left Door & Right Door, Partition Between Left And Center Sections.
 19. Blind Base Cabinet 48, (2) Swing-Out Shelves, Finish Right Side – Plain Veneered.
 20. Dishwasher Front Panel – **Bosch Model #xxxxxx**. CUSTOM APPLIANCES ARE MADE AND ARE SPECIFIC TO THE BRAND AND MODEL. MAKE & MODEL SHOULD BE NOTED.
 21. Base End Panel ¾-in., Finished Right Side – Plain Veneered.
 22. Loose Door For End Of #22.
 23. (3) Wainscot Panels – 10-in. wide x 34-1/2' high (column detail).
 24. (1) Wainscot Panel – 19-in. wide x 34-1/2' high (knee area).
 25. (2) Loose Doors For Refrigerator End Panel – 23-1/2" x 34-3/4", 23-1/2" x 51".
 26. **(50') Crown Moulding – 10-foot**. WE NOTE THE QUANTITY OF MOULDING THAT'S REQUIRED. YOU ARE NOT RESPONSIBLE FOR THE QUANTITY WHEN WE INSTALL THE KITCHEN. ADDITIONAL MOULDING LENGTHS ON UNINSTALLED KITCHENS ARE BILLABLE.
 27. (40') Riser Moulding – 8-foot.
 28. (3) Profiled Baseboard Moulding – 8-foot.
 29. ¾-in. Return Panel – 12-in. x 96-in. x ¾-in. **(for above large window)**. WHERE ITEM PLACEMENT MAY NOT BE APPARENT, WE'LL INCLUDE A NOTE.
 30. ¾-in. Return Panel – 12-in. x 48-in. x ¾-in. (for above small window).
 31. (3) Scribe Moulding – 8-foot.
 32. (2) Light Rail Moulding – 8-foot.
 33. **(1) Touch-Up Kit**. EVERY JOB WILL INCLUDE A TOUCH-UP KIT. KITS ARE ORDERED FOR THE KITCHEN INSTALLATION. ADDITIONAL TOUCH-UP KITS MAY BE ORDERED AT THE TIME OF THE INITIAL ORDER OR AT A FUTURE TIME.
 34. Refrigerator Front Panel Set – Kitchen-Aid Model #xxxxxx.
 35. (4) Toekick Moulding – 8-foot.
 36. (2) Brackets (to support counter into family room side).
 37. (2) Apron Moulding – 8-foot.

Note: Client is not responsible for confirming or acknowledging dimensions. The above listing is specific to the cabinet type, configuration, door style, wood, finish, hardware, etc.

PROPOSALS ARE BROKEN DOWN BY ITEM, WORK TO BE PERFORMED OR TRADE. THEY TYPICALLY INCLUDE A FIGURE FOR THAT AREA, PHASE OR ITEM.

Installation:

\$##,###.00

Whereas Hankins' will make an effort to minimize the transmittance of dust, you should expect that dust (a fine dust) will likely get through provided barriers. Provide 12-yard roll-off container (for use by Hankins' only). Remove and dispose of all counters, cabinetry, appliances and flooring to sub-floor. Remove walls and soffits per design plan. Anything that is to be salvaged should be tagged with "stick-em" notes prior to demolition.

WE DO OUR BEST TO CHRONOLOGICALLY DESCRIBE THE WORK TO BE PERFORMED AND THE BASIC PROCESS FROM START TO FINISH. WE'LL IDENTIFY WHAT TRIM, DOOR AND WINDOW CASING WILL BE REPLACED—WHAT WON'T.

Move the entry door into the dining room from one side of the wall to the other per the design plan. Construct a new pantry closet per the design plan. Remove select areas of 3/4-in. sub-floor to expose and provide access to utilities as required (See Electrical and Plumbing). Once mechanicals are complete, patch drywall surfaces as required to a "paint-ready" finish. **The removal of ceiling and wall surface material (sheetrock) shall be determined once the installation commences.** Painting to be done by others. **SUBJECT TO THE WORK NEEDED TO BE DONE, WE MAY OR MAY NOT REMOVE THE ENTIRE (EXISTING) DRYWALL CEILING. IF WE KNOW WE ARE GOING TO REMOVE SUBSTANTIAL PORTIONS OF THE SHEETROCK, THE ACTUAL SQUARE FOOTAGE WILL BE NOTED.**

Supply and install a new duct for the proposed downdraft vent blower – providing an exterior 3-1/4" x 10" wall cap to be performed on a "time & materials" basis. IT IS OFTEN DIFFICULT FOR US TO KNOW THE LABOR NECESSARY FOR VENT WORK AND DUCTING UNTIL WE OPEN FLOOR AND WALL. FOR THIS REASON, IT IS GENERALLY DONE ON A "T#M" BASIS. After the drywall has been completed, **supply and install pre-finished 3/4-in. x 2-1/4" Bruce Dundee® Oak flooring** for the kitchen and powder room area per the design plan – provide transitional thresholds as required. **WE OFFER BOTH PRE-FINISHED AND "SAND-IN-PLACE" FLOORING IN A VARIETY OF WOOD SPECIES AND COLORS. THE TYPE, SIZE AND INSTALLATION METHOD WILL BE NOTED.**

Supply and install (1) 2'-4" x 6'-8" **P.G. Frame Door** w/ Chalk Board door upper insert and paneled lower panel for the pantry entry, and (1) 2'-6" x 6'-8" French divided-lite door with **NO glass.** P.G. REFERS TO "PAINT-GRADE" WOOD. **Inserts to be determined and are NOT included.** WHENEVER POSSIBLE, IT'S BEST TO HAVE A GLASS INSERT SELECTION FOR THE PROPOSAL CONTRACT. If these doors are to change, an addendum will be provided for such change. Passage sets to be (non-keyed) by Kwikset® or equal (*brass tone finish*). **If you desire a different finish type, please acknowledge this by circling this item and making a note in the margin of this proposal.** Supply and install (2) new six-panel hollow-core masonite sliding doors in the powder room. Supply and install 3-in. O.C. MDF beaded board panels for powder room only, cap with chair rail. All newly installed material to be painted by others. Supply and install paint-grade 2-1/4-in. Beaded Colonial trim on all kitchen doors (x3), doorways (x2), and windows (x2). Trim includes kitchen side only where trim already exists. Provide door casing as required on dining room side. Salvage and reinstall chair rail moulding on dining room side where removed. Supply and install paint-grade 3-1/2-in. OG base on all required areas in the kitchen only. Provide shoe moulding as needed. Hang client provided towel bar and tissue holder in powder room. Supply and install paint-grade crown moulding in powder room only.

Set all cabinetry per the itemized list above. **Client to inspect all new appliances and sink equipment at time of delivery for any concealed damage.** WE DON'T SUPPLY APPLIANCES, BUT WILL INSTALL THEM. WE SIMPLY ASK THAT YOU CHECK ALL NEW APPLIANCES FOR CONCEALED DAMAGE PRIOR TO SIGNING AND ACCEPTING THEM FROM YOUR SUPPLIER. Appliances and sink equipment must be onsite in advance of the counter templating taking place. Set client provided appliances. Install all cabinetry related trim moulding and decorative panels as required. Cabinetry-type moulding to be affixed to the cabinetry only, *not full all the way around the*

room. Supply and install (5) 3/4-in. fixed MDF shelving w/ pin-rail detail in the pantry. Client to confirm shelf spacing before installation. Client responsible for the required painting of newly installed pantry shelving. Installation makes no provisions for additional work in the family room, except with respect to the pantry partition and knee wall.

With the demolition of the old kitchen and installation of new flooring, cabinetry, appliances and counters, some movement in the basement ceiling should be expected. You may see some “nail or crews pops” from the installation on the basement ceiling or other adjoining rooms walls. IF YOU’VE GOT A FINISHED BASEMENT, WE’LL DO OUR BEST TO MITIGATE ANY NAIL POPS IN FINISHED BASEMENT ROOMS BELOW YOUR KITCHEN. Hankins’ shall re-secure and spackle affected areas, but takes no responsibility for any required painting whatsoever. No provisions for any other painting or wallpaper hanging have been provided. Puttying and caulking of paint-grade baseboard, door and window casing to be done by the designated painter. Hankins’ to fill holes only on newly installed cabinetry. WE DON’T OFFER ANY PAINTING SERVICES.

Install approximately 29 SqFt. of backsplash tile per the elevations. Tile install based on standard installation. More complex patterns and/or materials may require additional labor and shall be invoiced accordingly. Sealing or enhancing of grout or tile material is not included and will be extra if desired. Work requested above and beyond the scope of this proposal/contract shall be provided on a “time & materials” basis of \$###.00 per single man-hour. TILE LABOR FOR BUDGETING PURPOSES IS BASED ON A NON-COMPLICATED “STANDARD” INSTALLATION. IF YOUR TILE SELECTION OR DESIGN REQUIRES ADDITIONAL LABOR, IT’LL BE INVOICED ACCORDINGLY. WE WILL ADVISE YOU DURING YOUR TILE SELECTION IF THE LABOR WILL EXCEED WHAT IS INCLUDED.

Whenever possible, we will provide an addendum letter for your review and signature before commencing with any changes or extras. Building permits are not included in this quote. If you would like Hankins’ to secure building permits, they shall be done on a “time & reimbursable” expense basis. All work to be performed in a professional workmanlike manner, adhering to all state and local building codes. Hankins’ shall maintain neat and clean work environment. IF YOU ASK US TO PERFORM WORK ABOVE AND BEYOND THE SCOPE OF THIS PROPOSAL, YOU WILL LIKELY INCUR ADDITIONAL CHARGES. IF WE FIND SOMETHING WHICH REQUIRES ATTENTION AND THAT WAS NOT INCLUDED, WE’LL BRING IT TO YOUR ATTENTION.

Granite Counters Allowance: \$#,###.00

Supply and install 1-1/4-in. Granite on all counter surfaces per the design plan. Allowance price includes a Level #4 stone with all necessary cutouts, faucet holes, and final sealing of stone. Edge detail based on standard eased, beveled or round over. Price may vary based on actual final selection. Granite material and fabrication by Xxxxxx Xxxxxxxx, XXX.

WE BUDGET NATURAL STONE SURFACES AS AN “ALLOWANCE” FIGURE. THIS FIGURE MAY VARY BASED ON YOUR FINAL SELECTION.

Electrical Allowance: \$###,#.00

Supply and install (1) sub-panel, (7) recessed “hi-hat” lights (75 watt bulbs) on (2) dimmer switches. (1) Pendant (fixture by client) on dimmed 3-way, (7) Duplex outlets, (1) Microwave, (1) Refrigerator (re-use), (1) Dishwasher (re-use), (1) “hi-hat” in pantry w/ door switch, (1) Cooktop w/ (in cabinet) DD blower, (1) Dbl. wall oven, (1) PR Fan/light, (14) Lineal feet of Sea-Gull LV lighting w/ (30) Bulb Holders, (60) 5w Bulbs, (1) Single 300W transformer and (1) LV dimmer. Relocate existing CATV jack and (1) duplex on backside of pantry partition wall. Duplex currently switched to become “hot”. Relocate telephone jack to below newly installed microwave unit. No changes to electrical in powder room. See electrical plan.

NOT UNLIKE GRANITE, WE UTILIZE “ALLOWANCE” FIGURES FOR BOTH PLUMBING AND ELECTRICAL SERVICES. ALLOWANCE FIGURES MAY BE BASED ON CERTAIN AVERAGES FOR SIMILAR WORK PROVIDED ON OTHER PROJECTS COMPLETE—OR BASED ON AN IN-HOME INSPECTION FROM OUR

ELECTRICIAN AND PLUMBER. THE SCOPE OF WORK WILL BE DEFINED, BUT MAY DEVIATE SLIGHTLY ONCE THE WALLS, CEILINGS AND FLOORS ARE OPENED UP. ALLOWANCE FIGURES ARE USUALLY HELD TO, BUT MAY VARY IF CONDITIONS REQUIRING ADDITIONAL WORK ARE DISCOVERED. WE WILL ADVISE YOU IN SUCH A CASE.

Plumbing Allowance: \$#,###.00

Disconnect main sink and faucet for demolition. Remove pipes stubbed out of existing pantry wall, cap as required. Tighten up waste and supply lines to second floor bath for ultimate concealment with cabinetry riser and crown. Disconnect existing toilet and vanity in powder room. Relocate one AC (kitchen) feed from soffit to ceiling. Cut existing baseboard fin heater below large bay window approximately 12-in. as required for new pantry installation. Once counters are installed, reconnect client provided kitchen sink and faucet, dishwasher and icemaker line. Set client provided toilet (no relocation of this unit) and install new freestanding pedestal vanity sink – supply and waste lines to new pedestal sink may need to be relocated. Client to provide all fixtures, to include new wastes and overflows, decorative shut-off valves (i.e.: supply tube and valve to toilet and pedestal sink). Unseen shut-offs to be provided by Hankins'. New or replacement work where necessary to be completed with water supply lines in copper and waste lines in PVC.

Tile Backsplash Material Allowance: \$###.00

Supply 33 SqFt. of (Tumbled Marble 4” x 4” – T.B.D.) tile material for side and backsplashes per the design plan. Tile material based on 33 SqFt. x \$##.00 /SqFt. material allowance (PA tax inclusive). The actual labor to install is included in the installation/labor figure. The above \$###.00 amount is inclusive of grout. Does not include sealer or enhancer products. Tile to be selected at either Xxxxx Tile or Xxxxxxxxxx Tile.

TILE, WHETHER IT BE FOR FLOORING OR BACKSPLASHES, IS PRESENTED IN “ALLOWANCE” FORM AS WELL. THIS FIGURE MAY VARY BASED ON YOUR FINAL SELECTION. WHEN YOU ARE LOOKING AT TILE, USE THE RETAIL FIGURE, PLUS PA SALES TAX. DECORATIVE TILE SUCH AS BORDERS AND INLAYS CAN EASILY SKEW THE “PER SQUARE FOOT” COST.

Payment schedule:

Due upon placing cabinetry order.....	\$##,###.00*	(18%)
Due when cabinetry is delivered.....	\$##,###.00	(18%)
Due when rough mechanicals have been completed.....	\$##,###.00	(17%)
Due when counters are templated.....	\$##,###.00	(28%)
Due when counters are installed.....	\$#,###.00	(14%)
Due upon delivering a functioning kitchen.....	\$#,###.00	(5%)

**less any design retainer fee paid.*

PAYMENT SCHEDULES ARE TAILORED TO EACH AND EVERY PROJECT. THE PAYMENT AMOUNT AND SCHEDULE IS BASED ON THE WORK PERFORMED AND MATERIALS DELIVERED. IT IS CONSTRUCTED IN SUCH A FASHION TO INSURE THAT BOTH CLIENT AND CONTRACTOR ARE ON SOMEWHAT EVEN GROUND. THE PERCENTAGES SHOWN MAY NOT BE RELATIVE TO YOUR PROJECT OR PAYMENT SCHEDULE. ALL DEPOSITS ARE 50% OF THE CABINETRY AMOUNT AND THE FINAL PAYMENT ALWAYS REFLECTS 5% OF THE TOTAL PROJECT AMOUNT. ANY DESIGN FEE INVESTMENTS WILL BE APPLIED TO YOUR FIRST PAYMENT.

Acknowledged and Accepted:

_____ John Doe	_____ Date
_____ Jane Doe	_____ Date
_____ Jerome H. Hankins, President HANKINS & ASSOCIATES, INC.	_____ Date

PROPOSALS, UNLESS OTHERWISE SPECIFIED, ARE VALID FOR SIXTY (60) DAYS FROM THE DATE PROVIDED. DUE TO THE VOLATILITY OF FUEL, METAL AND OTHER ITEMS, IT'S NOT UNCOMMON TO SEE INCREASE COSTS IN WOOD, COPPER, PLASTIC (PVC) AND OTHER COSTS ASSOCIATED WITH THE BUILDING TRADES—AFTER SIXTY DAYS, WE MAY NEED TO RE-PRICE CABINETS, GRANITE, OR OTHER CERTAIN TRADES.