Date

Mr. Project Manager

University

Address

Address

City, State ZIP Code

RE: Project Name

Dear Mr. Project Manager:

Name of firm is pleased to submit this proposal to perform type of services for the above referenced project under our open-ended design services agreement.

The scope of work, schedule, and proposed fee are as follows:

SCOPE OF WORK:

SCHEDULE:

PROPOSED FEE:

The cost to provide the above referenced services is $ .

We appreciate the opportunity to submit this proposal/contract for your review and approval. If you find this acceptable, please have each of the enclosed copies executed and return one copy to our office.

Sincerely,

Designer Contact

ACCEPTED:

University Design Firm Name

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_