**Career Math**  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project #5 – Bid Proposal Letters & PowerPoint**

**Things you will need to do for your bid proposal letters:**

1. Include your **logo, business name, and business information** towards the top of your letter, like a business letterhead or formal letter.
2. Include the **scope of work or services** for the contract. List items/services included in your contract so that the customers knows what they are paying for.
3. Include the **costs** associated with your contract. You can include just the total price of the contract, or you can list each item of the contract and its price (like an invoice or receipt).
4. Include **expectations/stipulations** for your contract. Include things like:
   * What the customer can expect from you – guarantees, when work will be completed, etc.
   * What you can expect from the customer – when payment will be received, down payments, assurances from the customer, etc.
5. Remember, you are **writing one letter from each** of your two scenarios. Each letter should be at least one page in length, have correct spelling and punctuation, and should be well-organized and easy to read.

**Things you will need to do for your PowerPoint:**

1. Talk about your **first** contract (3 slides minimum):
   * Scope of Work/Services being done for customer
   * Costs (totals from each category and overall total price)
   * Expectations/stipulations of your contract between you and the customer
2. Talk about your **second** contract (3 slides minimum):
   * Scope of Work/Services being done for customer
   * Costs (totals from each category and overall total price)
   * Expectations/stipulations of your contract between you and the customer
3. Your presentation should be **at least 1 ½ minutes** long and well-organized