### Sample Cover Letter and Scope of Work

# COVER LETTER

<DATE>

< Name>

<Company Name>

< Address>

<CITY, STATE ZIP>

rE: <PROJECT NAME>

Dear Mr. <Last Name>:

Attached please find a proposal for a <SYSTEM> for your <CUSTOMER LOCATION>. The quotation includes a complete system of new speakers, microphones, and amplifiers, along with installation and tuning of the components to the room.

At your convenience, <COMPANY NAME> will present the recommendations to the sound committee. Meeting(s) can be arranged as early as next week to discuss the design with group members.

I will contact you <DATE> to discuss the proposal and possible meeting times. Thank you for your time and the opportunity to provide a quotation.

Sincerely,

**<COMPANY NAME>**

<Name>

Account Executive

This quotation is valid for 15 days

**SCOPE OF WORK**

## Sample A

<COMPANY NAME> will provide and install a fully functioning sound reinforcement system consisting of an amplifier, microphones, speakers and a tape recorder/player. <COMPANY NAME> will provide all wire and materials and install the system using standard industry installed practices.

Three microphone jacks will be provided on the platform. One jack will be dedicated to the pulpit and will be on a separate amplifier control. A second amplifier control will set the levels on the other two microphone outlets. The third volume control on the amplifier will adjust the volume of the tape player when playing into the system.

The new cassette recorder/player will play tapes into the sound system and record from the sound system.

<CUSTOMER NAME> will be responsible for a 120V AC electrical power at the amplifier location, as well as a shelf or cabinet to house the amplifier and cassette deck.

## Sample B

<COMPANY NAME> will complete/provide the following:

1) Pulling coax you supply from the hallway to 5 patient rooms and terminating the cable on plates you supply.

2) Providing and pulling 4-conductor TV control cable in 5 patient rooms and terminating that on plates you supply.

3) Reinstalling 16 patient or staff stations in existing locations using new cable supplied by <COMPANY NAME>.

4) Reinstalling 5 bath emergency stations in existing locations using existing wiring.

5) Providing and installing cabling for staff registration stations in 5 patient rooms, and installing stations you provide.

## Sample C

<COMPANY NAME> will provide and install wall mounts for 27” televisions in six classrooms and in the main north/south hallway on the 3rd floor. The hallway mount will have a lock to prevent the television from being easily removed or stolen. <CUSTOMER NAME> will provide all televisions and <COMPANY NAME> will install customer provided televisions onto new wall mounts.

<CUSTOMER NAME> will arrange for electrical outlets to be installed at each television location. If any existing cable outlets are found to be defective, repairs will be made to the existing cable system on a time and materials basis.

# EQUIPMENT TO BE PROVIDED

20 – Ceiling speaker assemblies

20 – Speaker backcans

2 – Surface mount speakers for storage rooms

1 – Amplifier shelf

2 – Paging horns (1 in main truck bay, 1 in small truck bay across street)

2 – Wall speaker assemblies

3 – Replacement speakers for storeroom and storeroom office enclosures

1 – Speaker disconnect switch for meeting room

1 – 75 Watt paging amplifier with inputs for paging and music

1 – Power supply and relay pack for override paging

Purchase price of this system installed according to the Scope of Work will be $\_\_\_\_\_\_ plus sales tax.

# INVITATION TO TAKE ACTION & CLOSING PARAGRAPH

We appreciate this opportunity to provide a quote and look forward to working with you on this project. Should you have any questions after reviewing this proposal please contact me at <COMPANY PHONE NUMBER>.

We appreciate your inquiry and the opportunity to provide this proposal. If an appointment can be arranged with your General Manager to discuss the recommendations please contact me at <COMPANY PHONE NUMBER>.

# VERBAGE - KEY WORDS

# Weak Stronger Strongest

Would Can Will

Could Can Will

Might Will

May Will

Should Will

## EXAMPLE A

## Poor

The speaker system we are proposing would provide proper coverage for your offices.

(It would if you would buy from me…)

## Better

The speaker system we are proposing will provide proper coverage for your offices.

## EXAMPLE B

## Poor

Our service technicians could provide the finest maintenance on your system.

(They could if they got around to it!…)

## Better

Our service technicians can provide the finest maintenance on your system.

(They can if they wake up in time to get to work…)

## Best

Our service technicians will provide the finest maintenance on your system.

## EXAMPLE C

Below please find a proposal for a voice reinforcement system for your sanctuary. Due to survey results and engineering studies conducted by <COMPANY NAME>, the proposed system is recommended. Investing in the proposed equipment will provide the sanctuary with a high quality voice reinforcement system for many years.

# ALL-IN-ONE LETTER

<Customer First/Last Name>

<Customer Name>

<Customer Address>

Dear <First Name>,

Below is the proposal for the <MANF> Program Service, which includes a paging system for <CUSTOMER/PROJECT NAME>. As discussed, the proposed equipment is commercial grade and designed for continuous, long-term use. The recommended equipment includes the following:

2 – <MANF> Program Amplifiers, 10 Watt

2 – <MANF> Gooseneck Microphones

14 – <MANF> Speaker Assemblies

14 – <MANF> White Speaker Baffles

14 – <MANF> Tile Support Bridges

1 lot – Wire, cable and installation materials

The purchase price of the equipment is $\_\_\_\_\_, plus sales tax, and includes a one (1) year warranty on both the materials and the labor. <MANF> Program Service will be installed for a monthly service fee of $\_\_\_\_\_.

Thank you for your time and thoughtful consideration. <MANF> values your inquiry and looks forward to working with you on this project. If you have questions after reviewing the proposal, please contact me at <COMPANY PHONE NUMBER>.