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PROJECT PROPOSAL

Summit Roofing LLC

IL-449821

PREPARED FOR

John Davis

PROPERTY ADDRESS

123 Maple Street, Chicago, IL 60601

JOB TYPE

Full Roof Replacement

PROPOSAL DATE

June 3, 2026

Shawn Webb

(312) 555-1234 · shawn@summitroofingllc.com

This proposal is valid for 30 days from the date issued.

Project Overview

Summit Roofing LLC is pleased to present this proposal to John Davis for a full roof replacement at 123 Maple Street, Chicago, IL 60601. Our experienced team will provide a complete tear-off and reinstallation using premium Owens Corning Duration shingles in Estate Gray, ensuring long-lasting protection and curb appeal. We are committed to delivering superior craftsmanship and a seamless experience from start to finish, including full coordination with your insurance claim.

HOMEOWNER John Davis	PROPERTY ADDRESS 123 Maple Street, Chicago, IL 60601
JOB TYPE Full Roof Replacement	ESTIMATED START Within 2-3 weeks
CONTRACTOR Summit Roofing LLC	CONTRACTOR LICENSE IL-449821

Scope of Work

WORK ITEM	DESCRIPTION
Tear-Off	Complete removal and disposal of existing shingles and roofing materials from all 28 squares of roof surface
Deck Inspection	Thorough inspection of roof decking for damage, rot, or deterioration; replacement of any compromised decking boards as needed
Ice and Water Shield	Installation of ice and water shield membrane along all eaves, valleys, and penetrations for maximum leak protection
Underlayment	Installation of new synthetic underlayment over the entire roof deck as a secondary moisture barrier
Shingle Installation	Installation of Owens Corning Duration shingles in Estate Gray across all 28 squares per manufacturer specifications
Ridge Cap	Installation of new Owens Corning ridge cap shingles along all ridge lines for a finished, weathertight seal

WORK ITEM	DESCRIPTION
Flashing	Replacement or resealing of all step flashing, drip edge, and pipe boot flashings as required
Cleanup and Haul-Away	Complete magnetic nail sweep, site cleanup, and removal of all roofing debris from the property

SECTION 03

Materials Specification

- Owens Corning Duration Shingles – Estate Gray (28 squares)
- Synthetic Felt Underlayment – Full roof coverage
- Ice and Water Shield – Eaves, valleys, and all penetration points
- Owens Corning Ridge Cap Shingles – All ridge lines
- Galvanized Drip Edge – All eaves and rake edges
- Step Flashing and Pipe Boot Flashings – All roof penetrations and transitions
- Galvanized Roofing Nails and Fasteners – Code-compliant installation hardware
- Starter Strip Shingles – Perimeter application for wind resistance

SECTION 04

Investment Summary

TOTAL PROJECT INVESTMENT	\$14,500.00
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Initial Deposit (Due at Contract Signing)	\$3,625.00 (25%)
Progress Payment (Due at Material Delivery)	\$7,250.00 (50%)
Final Payment (Due at Project Completion)	\$3,625.00 (25%)

Payment Methods Accepted: Check, ACH bank transfer, or major credit card. Credit card payments may incur a 3% processing fee. All payments must be received before final inspection sign-off.

SECTION 05

Project Timeline

Work is scheduled to begin within 2 to 3 weeks of signed contract and deposit receipt, subject to weather conditions and material availability. The full roof replacement is estimated to be completed within 1 to 2 days for a project of this size and scope. Summit Roofing LLC will coordinate scheduling directly with the homeowner to minimize disruption and ensure timely project completion.

SECTION 06

Warranty & Guarantee

Workmanship Warranty

Summit Roofing LLC provides a **10-Year** workmanship warranty covering all labor and installation defects. This warranty is transferable to the next homeowner within the warranty period.

Manufacturer Product Warranty

Owens Corning Duration shingles are backed by the Owens Corning Limited Lifetime Warranty, which covers manufacturing defects for the lifetime of the original owner. Additionally, the Duration series features SureNail Technology and qualifies for enhanced wind resistance coverage up to 130 mph when installed per manufacturer requirements. Warranty documentation will be registered with Owens Corning upon project completion and provided to the homeowner.

What Is Covered

Leaks due to improper installation, flashing failures, faulty workmanship, and premature material defects under normal weather conditions.

What Is Not Covered

Damage caused by acts of nature (hail, hurricane, tornado), ice damming in attics with insufficient ventilation, or modifications made by others after project completion.

SECTION 07

Insurance Claim Process

Summit Roofing LLC will work directly with your insurance adjuster to ensure all approved storm or damage-related line items are properly accounted for in the scope of work. Any supplements required due to hidden damage or code-required

upgrades discovered during the project will be submitted to your insurance carrier on your behalf. Our team is experienced in insurance restoration projects and will advocate to maximize your approved claim coverage throughout the process.

SECTION 08

Terms & Conditions

01 Proposal Validity

This proposal is valid for thirty (30) days from the date of issue. Summit Roofing LLC reserves the right to revise pricing after the expiration date due to material cost fluctuations.

02 Contract Execution

This proposal becomes a binding contract upon the homeowner's signature and receipt of the initial deposit. Work will be scheduled within five (5) business days of contract execution.

03 Material Substitution

In the event that specified materials are unavailable, Summit Roofing LLC will substitute a product of equal or greater quality and value. Homeowner will be notified prior to substitution.

04 Change Orders

Any changes to the agreed scope of work must be documented in a written change order signed by both parties. Change orders may affect the project price and timeline.

05 Access & Site Conditions

Homeowner agrees to provide clear access to the property and adequate parking for crew vehicles and equipment. Summit Roofing LLC is not responsible for damage to landscaping or driveways that cannot reasonably be avoided during normal roofing operations.

06 Permit & Code Compliance

Summit Roofing LLC will obtain all required permits and will perform all work in accordance with local building codes and manufacturer installation requirements. Permit fees are included in this proposal unless otherwise noted.

07 Debris Removal

Summit Roofing LLC will remove and properly dispose of all construction debris and torn-off materials upon project completion. A final walkthrough and magnetic sweep will be performed to collect loose nails.

08 Weather Delays

Summit Roofing LLC shall not be held liable for delays caused by weather conditions beyond our control. We will communicate scheduling changes as soon as practicable.

09 Payment Default

Invoices unpaid after thirty (30) days of the due date will incur a 1.5% monthly finance charge. Summit Roofing LLC reserves the right to file a mechanic's lien on the property for non-payment.

10 Dispute Resolution

Any disputes arising from this agreement shall first be subject to good-faith negotiation. If unresolved within thirty (30) days, disputes shall be submitted to binding arbitration in the county where the project is located.

11 Insurance & Liability

Summit Roofing LLC carries general liability insurance and workers' compensation insurance as required by state law. Certificates of insurance are available upon request.

12 Limitation of Liability

Summit Roofing LLC's total liability under this agreement shall not exceed the total contract price. We shall not be liable for any consequential, incidental, or punitive damages.

SAMPLE

Acceptance & Authorization

By signing below, the homeowner authorizes Summit Roofing LLC to proceed with the scope of work described in this proposal under the terms and conditions stated herein. The homeowner acknowledges that they have read, understood, and agreed to all terms. This signed document constitutes a binding contract between both parties.

Project Summary: Full Roof Replacement at 123 Maple Street, Chicago, IL 60601 · Total Investment: \$14,500.00 · Deposit Due at Signing: \$3,625.00

HOMEOWNER AUTHORIZATION

HOMEOWNER PRINTED NAME

HOMEOWNER SIGNATURE

DATE

John Davis

CONTRACTOR AUTHORIZATION

CONTRACTOR PRINTED NAME

AUTHORIZED SIGNATURE

DATE

Shawn Webb

Next Steps: Sign and return this proposal along with your deposit to schedule your project. Return via email to shawn@summitroofingllc.com, in person, or by mail. Questions? Call (312) 555-1234.