

Logo or Name of Architectural Practice

Letter to Client reporting on Bids

Project No. _____

Date: _____

Name: _____

Company: _____

Address: _____

City: _____ Postal Code: _____

Fax: _____

Dear Sir or Madam :

Re: Project Name:

Project Name continued:

Sealed Tenders for the above work were received from *(insert number)* interested general contractors at *(time)* on *(day)*, *(date)*, with the following resulting Base Prices:

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$

A copy of the *(insert name of General Contractor's)* tender is attached. They gave *(insert number)* weeks as a proposed time to have the work "Substantially Performed". Their sub trades appear satisfactory.

(General Contractor) is the low bidder. *(insert number)* alternative prices were requested, (#1...). The inclusion of any figure does not change the status of the low bidder. Bids were accompanied with Bid Bonds.

(Explain alternative prices)

The tenders do not include any funds for items of a contingency nature. Normally we recommend *(insert number)* % of the tender price for such work.

Upon your affirmation of acceptance we will advise on your behalf *(insert name of General Contractor)* and issue a letter indicating acceptance of their bid. This will allow the Contractor to order materials, etc. pending preparation of the contract for signature.

Yours very truly,
Person, Designations
Title

Encl.