



Design Associates

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Marie Allen
404 Vista Drive
Chicago, IL 60600

Re: Marie Allen Project
Proposal#: 1000
Contact: Marie 567-8899

Den

1	Each	Game Table w/ Leather Top #2230 Shown in walnut with traditional leather.	1,500.00	1,500.00
1	Each	Sofa 98" L x 31" Ht x 35" D. with loose cushions. Done in black leather, with walnut ball feet.	4,550.00	4,550.00

Den (2) Items: 6,050.00

Dining Room

1	Each	Dining Room Table 42" W x 84" L Done in a natural wood finish per sample to be approved.	3,900.00	3,900.00
6	Each	Dining Room Arm Chairs Done in a natural finish per sample to be approved. Same fabric as Arm Chairs R. Allen #112-33	1,500.00	9,000.00

Dining Room (2) Items: 12,900.00

Amount:	18,950.00
Sales Tax.....	2,653.00
Total:	<u>21,603.00</u>
50% Required Deposit.....	<u>-10,801.50</u>
Balance Due After Deposit.....	10,801.50

Signature: _____

Date: _____

SAMPLE - "LETTER" PROPOSAL

- Huge description, unlimited Items, conceal information
- Output by Item# or Area, with area totals
- Option to show: frt, tax and other charges on each item
- Pages sub-total with the balance-forward on the next page
- Totals, Terms, Notes and Tax appear on the last page
- Boilerplate on reverse side
- Custom output
- Beginning and Ending notes.
- Department copies or Blank Footer