

# Energy Efficiency Proposal Checklist

## Cover Page

- Your logo
- Project name
- Your company name and contact information
- Client's company name and contact information
- Date the proposal was issued
- Valid through date (if applicable)

## Executive Summary

- Don't summarize the entire proposal here, focus on the benefits of your solution. Keep it short and to the point.

## Solution/Project Scope

- Building information
- Project scope
- Current condition energy analysis
- Project energy analysis and comparison
- Cost-savings initiatives
- Equipment/Fixtures
- Budgetary data
- Cost Summary
- Solution Page
- Detailed savings summary:
  - Energy savings for existing annual energy usage and proposed annual energy usage
  - Annual energy savings (you can show this in a bar graph for an easy-to-understand overall view)
  - Utility rebate estimate including the amount, how much upfront cost it will save, and the reduced payback period
  - Payback period in years (with and without the utility rebate factored in)
  - The environmental impacts of greenhouse gas emissions and carbon dioxide emissions saved from: passenger vehicles driven for one year, gallons of gasoline consumed, acres of U.S. rainforest in one year, tons of waste recycled instead of landfilled, pounds of coal burned, homes' energy use for one year

- About Us/Team**

- Case Study/Testimonials**

- Final Signature Page**