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PROPOSAL

Roofing

PREPARED EXCLUSIVELY FOR

Latoya and Ben Whitfield

Charlotte, NC 28205

PROJECT	Roofing
PREPARED BY	Cottonhill Roofing · Jared Pruitt
CONTACT	(704) 555-0127
TOTAL INVESTMENT	**$15,400**

PROJECT OVERVIEW

Latoya and Ben, you are looking to replace the roof on your home, and this proposal covers that work from tear-off to final walk-through. The job is a full replacement of 28 squares of existing single-layer shingle roof at a 6/12 pitch, with new drip edge, ice and water shield at the critical areas, synthetic underlayment, architectural laminated asphalt shingles, and a continuous ridge vent. We plan to be on site for 2 days, weather permitting, and every price and condition is spelled out below so there are no surprises.

SCOPE OF WORK

1. Permit: if Mecklenburg County Code Enforcement requires a permit for this job, Cottonhill Roofing pulls it and the fee is included in the price.
2. Site protection: protect landscaping, the AC unit and the siding. Place a dumpster in the driveway.
3. Tear-off: remove the one existing layer of shingles and underlayment down to the deck. Remove the old drip edge, pipe boots and the box vents being retired.
4. Decking: inspect the deck, re-nail as needed and replace damaged decking. Up to 3 sheets are included, matching the existing thickness (7/16 in OSB or 1/2 in CDX plywood). Photos are shown to you before any sheet is replaced. Additional sheets are priced under Allowances & Unit Pricing.
5. Drip edge: install at the eaves under the underlayment and at the rakes over it.
6. Underlayment: self-adhered ice and water shield in all valleys and around the chimney and every pipe penetration. Synthetic underlayment over the rest of the deck.
7. Shingles: install starter strip, then architectural laminated asphalt shingles, Class A fire rated and wind rated 110 mph or higher, about 31 squares including waste, per the manufacturer's nailing pattern, with matching hip and ridge cap.
8. Flashing: new step and counter flashing where needed, and 3 new pipe boots.
9. Ventilation: cut in a continuous shingle-over ridge vent (about 40 ft) and close off the old box vents so the attic exhaust is not short-circuited. The existing soffit intake vents have been checked and are adequate for the ridge vent.
10. Cleanup: clean up, magnet sweep the yard and driveway, and haul away all debris.
11. Final walk-through with photos.

MATERIALS & SPECIFICATIONS

- Shingles: architectural laminated asphalt, Class A fire rated, wind rated 110 mph or higher, about 31 squares including waste. Brand and color to be confirmed (see Assumptions).
- Starter strip and matching hip and ridge cap shingles.
- Underlayment: synthetic over the field of the deck, per manufacturer specification.
- Self-adhered ice and water shield in all valleys and around the chimney and every pipe penetration.
- Drip edge at eaves and rakes.
- Continuous shingle-over ridge vent, about 40 ft.
- Step and counter flashing where needed, and 3 pipe boots.
- Replacement decking, if needed, matching existing thickness (7/16 in OSB or 1/2 in CDX plywood).

PROJECT TIMELINE

Start Date: December 3, 2026

Day 1 / December 3, 2026: Site protection, dumpster placement, tear-off, deck inspection and any decking repairs, drip edge and underlayment installation.

Day 2 / December 4, 2026: Shingle installation, flashing, pipe boots, ridge vent, hip and ridge cap.

Day 2 / December 4, 2026: Cleanup, magnet sweep, debris haul-away and final walk-through with photos.

Schedule is weather permitting.

Estimated Completion: December 4, 2026

INVESTMENT

DESCRIPTION	AMOUNT
Materials & Supplies	$6,800
Labour & Installation	$8,600
TOTAL	**$15,400**

Prices in US dollars. North Carolina treats a full roof replacement as a real property contract, so Cottonhill Roofing pays the sales tax on materials, it is included in the price, and no sales tax is added to this contract.

PAYMENT SCHEDULE

- Deposit: 30% of the total, due when materials are delivered.
- Balance: due on completion, after the final walk-through.

ALLOWANCES & UNIT PRICING

- Decking: up to 3 sheets are included in the price. Additional sheets are $85 per 4 x 8 sheet installed, and you are shown photos before any replacement.
- Second layer of shingles: the price assumes one layer. If a second layer is found at tear-off, removal is $75 per square, shown to you before we continue.
- Option: ice and water shield along all eaves, priced on request before work starts.

EXCLUSIONS

- Rafter or structural repair
- Fascia and soffit rot repair (quoted separately if found)
- Gutters

- Skylight replacement
- Chimney rebuild or masonry
- Attic insulation
- Satellite dish re-aiming
- Ice and water shield along all eaves, unless the option is selected

ASSUMPTIONS & CLARIFICATIONS

- Shingle brand and color: to be confirmed with client before ordering.
- Permit: pulled and paid by Cottonhill Roofing only if Mecklenburg County Code Enforcement requires one for this job.
- Access: driveway available for dumpster placement on the start date.
- Roof size: 28 squares and a 6/12 pitch are as stated by Cottonhill Roofing for this proposal.

WARRANTY

Manufacturer warranty: the architectural shingles carry the shingle manufacturer's limited warranty, registered in your names. Coverage terms are per the manufacturer's published warranty, and documentation is provided on completion.

Workmanship warranty: Cottonhill Roofing provides a 10-year workmanship warranty covering leaks and shingle blow-offs caused by our installation. It does not cover hail, wind above the shingles' rated speed, or damage by others. Any claim is evaluated by Cottonhill Roofing, and covered defects are corrected at no cost to you.

INSURANCE & LICENSING

Cottonhill Roofing is fully insured, carrying commercial general liability insurance and workers' compensation coverage as required in North Carolina. Certificate of Insurance and documentation available on request.

CHANGE ORDER POLICY

Any change to the scope of work is priced and agreed in writing by both parties before the work proceeds. Verbal changes are not binding. Work covered by the unit prices in Allowances & Unit Pricing above is priced at those rates.

TERMS & CONDITIONS

1. Scope changes: any change to the work is documented in a signed Change Order before it proceeds. Pricing for conditional work follows the unit prices stated above.
2. Client obligations: the client provides access to the property and driveway for the dumpster and crew. The client keeps vehicles clear of the work area on both days.

3. Unforeseen conditions: if a second shingle layer, extra damaged decking or other hidden conditions are found at tear-off, we stop and show you before continuing. Work resumes once the cost is agreed in writing.
4. Insurance and liability: Cottonhill Roofing maintains insurance as described above for the duration of the work. Work is covered by the warranty terms in this proposal.
5. Dispute resolution: the parties agree to first try to resolve any dispute through good-faith discussion. If that fails, they may pursue mediation before any legal action.

This proposal is valid for 30 days from November 13, 2026.

ACCEPTANCE

By accepting, you confirm that you have read this proposal and agree to its scope, pricing and terms. We appreciate the opportunity to work on your home and look forward to getting started on December 3, 2026.

Accepted by (Contractor)

Cottonhill Roofing

Jared Pruitt

Printed Name & Title

Date

Accepted by (Client)

Latoya and Ben Whitfield

Printed Name & Title

Date

END OF PROPOSAL · ROO-2026-7643