

EXAMPLE Demonstration only · Sample scope and figures · Not an offer

PROPOSAL FOR

Example Community Grounds

Christchurch · Demonstration property

Example organisation

PROPOSAL SUMMARY

Regular mowing of the marked lawn, with perimeter trimming and a clean finish to adjoining paths. This demonstration shows how the scope and site plan form one customer proposal.

YOUR PRIORITIES

Keep the grounds tidy for everyday use. Agree visit times around site activities and provide one point of contact for changes or issues.

OUR RECOMMENDATION

A seasonal mowing programme for section S1, with visits planned around access and site use. Any additional grounds work would be discussed and priced separately.

Monthly grounds maintenance \$1,240.00 excluding GST	GST (15%) \$186.00	Monthly incl GST \$1,426.00
	Annual value ex GST \$14,880.00	Annual value incl GST \$17,112.00

PROPOSED START 01 Oct 2026	INITIAL TERM 12 months
PROPOSAL VALID UNTIL 03 Oct 2026	PAYMENT TERMS Monthly invoice, due within 20 days.

QUOTED GROUNDS MAINTENANCE PROGRAMME

Service schedule

The schedule defines the work included for each mapped site section and its planned service frequency. Section codes correspond with the site plan attached to this proposal.

SECTION	AREA	FREQUENCY	SERVICE AND STANDARD
S1	Main lawn Mowable Lawn · 15,400 m²	Fortnightly September–April; monthly May– August.	Mow the mapped lawn area. Trim around trees, posts and the lawn perimeter. Blow grass clippings from adjoining paths after each visit.

General inclusions

Mowing and trimming of section S1. Blowing clippings from adjoining paths. Routine equipment and labour for the scheduled work. Direct communication about access, weather delays and issues noticed on site.

Exclusions and assumptions

Garden maintenance, tree work, hedge trimming, weed spraying, irrigation repairs and removal of existing dumped waste. Extra work requires a separate agreed scope. All figures and terms in this example are illustrative.

REFERENCE	REVISION	PREPARED	STATUS
PT-EXAMPLE-001	1	03 Sept 2026	Example

EXAMPLE Website demonstration. Boundaries, service areas and safety markers are illustrative. Not for operational use.

Client Example organisation	Site contact Site representative (example)	Prepared by ProTrim	Copy Customer	Approved by Demonstration only
Reviewed 03 Sept 2026				



Example boundary shown in dark green. Service areas and markers are illustrative; not a surveyed property boundary.

Map boundary	Site sections	Site markers
Site boundary Illustrative property extent	S1 Main lawn Mowable Lawn	AP1 Emergency Assembly Point FA1 First Aid IN1 Site Entry / Access SI1 Contractor Sign-in / Induction

Section schedule and instructions

Example Community Grounds · Christchurch · Demonstration property

REFERENCE
PT-EXAMPLE-001

PREPARED
03 Sept 2026

REVISION
1

STATUS
Example

Service sections

SECTION	NAME / CATEGORY	AREA	INSTRUCTIONS AND NOTES
S1	Main lawn Movable Lawn	15,400 m²	Mow the marked lawn and trim around the perimeter and fixed obstacles.

Emergency, safety and site operations

Emergency vehicle access / rendezvous

Example: use the main vehicle entrance. Keep access to the buildings clear during grounds work.

Evacuation and assembly

Example: stop work, make equipment safe and report to the agreed assembly point. Follow the site representative's instructions.

First aid, AED and fire equipment

Example: first-aid arrangements are recorded with the site contact during induction. Equipment locations and access are checked before work starts.

Utility and irrigation isolation

Example: report irrigation faults to the site contact. Do not operate isolation controls without authorisation.

Sign-in and induction

Example: report to the nominated site contact on arrival, complete induction and confirm any changes to access or site use.

Vehicle movement and parking

Example: use the agreed contractor parking area and keep pedestrian routes and entrances clear.

PPE and site rules

Example: wear PPE appropriate to the task. Establish a work area and stop equipment if a member of the public enters it.

Emergency contacts

Example: the issued plan records the site representative and emergency contacts. No actual contact details are included in this demonstration.

Site-wide instructions

Applies across the site

DEMONSTRATION ONLY. These notes illustrate the information recorded for a site. The property name, boundaries, markers and instructions do not describe an actual ProTrim contract or an approved operational plan.

APPROVAL

Accept this proposal

Demonstration only. This page shows where a customer would accept a completed proposal. Do not sign this example.

CLIENT Example organisation	SITE Example Community Grounds
MONTHLY SERVICE EX GST \$1,240.00	PROPOSED COMMENCEMENT 01 Oct 2026

Terms and conditions

A live proposal includes the terms agreed with the customer. This website example is not an offer, does not authorise work and cannot be accepted.

Authorised name

Position / role

Signature

Date

Return the signed acceptance to ProTrim.

ProTrim will confirm the commencement date, service contacts and final operational site plan before work begins.