



ROOFPLAN PRO™

JUN 04, 2025

BART SIMPSON

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12345

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INTRODUCTION

Hi Bart,

Thanks again for trusting Moss Boss with your roof. We know your home isn't just a structure. It's where your people and your peace of mind live, and your roof is what keeps it all protected from the PNW weather circus. Below you'll find your estimate, along with a few optional upgrades if you'd like to boost durability or longevity for the long haul.

Here's what's included:

1. Removal and responsible disposal of old roofing materials
2. Supply and install of all new roofing components
3. Full site cleanup, including nails, debris, and anything else that doesn't belong

We run a tight ship when it comes to safety. That means no shortcuts and no risk falling on your shoulders. Our crews are covered with full liability insurance and trained to OSHA standards so you can rest easy.

Once we wrap up, we'll do a final walkthrough and cleanup to make sure everything meets our standards (which are pretty picky) and looks great.

If you've got questions or need to talk through the budget, don't hesitate to reach out. We're happy to work with you to find the best path forward.

All the best,

Tom Epperly

Moss Boss Roofing

The Proof is in the Roof™

INSPECTION



One cracked shingle observed at the ridge line near the roof peak. Likely due to age-related wear and prolonged UV exposure. While currently isolated, ridge shingles are critical for shedding water off the roof's highest point. Recommend replacing the damaged shingle to prevent potential moisture intrusion and further deterioration, especially given the roof's overall age.



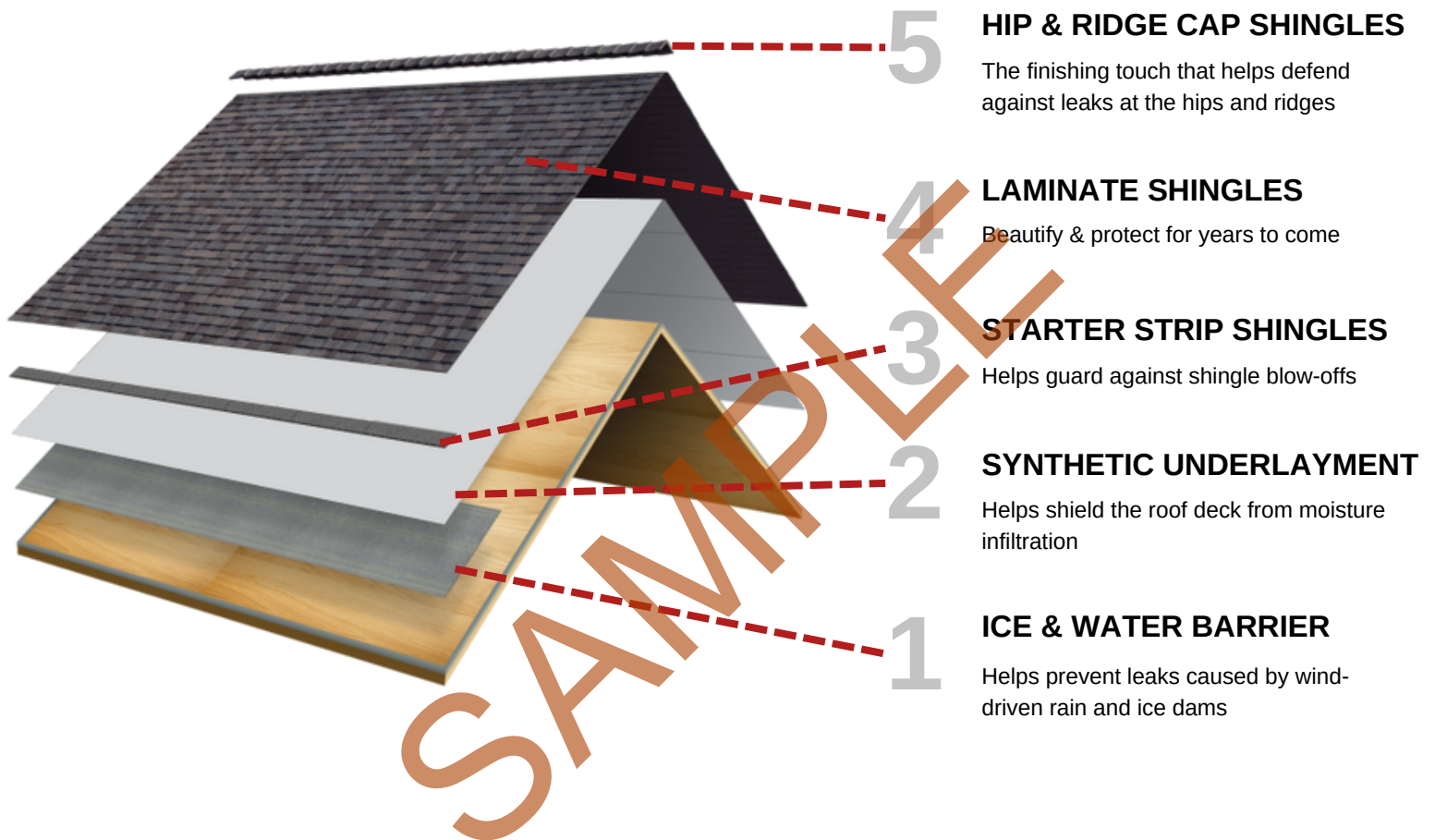
Significant moss growth and organic debris observed on the roof surface, particularly concentrated near the eaves and vents. Overhanging vegetation is contributing to excess shade and moisture retention, which accelerates moss growth and granule loss. Debris buildup can also obstruct water flow and increase the risk of leaks or premature shingle deterioration. Recommend a full moss removal service, debris clearing, and trimming back nearby tree branches to restore roof health and prevent future damage.



Chimney flashing is visibly deteriorated and improperly installed, with multiple cracks, corrosion, and excess sealant used as a temporary fix. These gaps create vulnerabilities where water can penetrate beneath the shingles and cause interior damage. Recommend full flashing replacement to ensure a watertight seal, along with masonry evaluation if further moisture signs are present.

SAMPLE

ROOF COMPONENTS



COST BREAKDOWN

Description	Qty	Unit price	Line total
Material Estimate			
Malarkey Roofing Vista AR Architectural Shingles	76	\$51.31	\$3,899.56
Malarkey Roofing Smart Start 210 Starter Shingles	3	\$102.68	\$308.04
Malarkey Roofing EZ-Ridge XT 224 w/Scotchgard Hip & Ridge Shingles	6	\$139.57	\$837.42
Fields 15# ASTM Felt Underlayment	7	\$45.11	\$315.77
Safeguard 30 Hybrid Underly 3' X 145' (435 sq ft)	4	\$138.60	\$554.40
Malarkey Roofing 401 NEX Polymer Modified SA Underlayment	1	\$146.61	\$146.61
GAF Master Flow RV50G Vent	13	\$26.79	\$348.27
Epmar Flexible Seal Roof Sealant	4	\$10.95	\$43.80
1-1/2" Self Seal Pipe Flashing	2	\$12.46	\$24.92
2" Self Seal Pipe Flashing	2	\$14.34	\$28.68
ECCO Drip Edge Style G	13	\$14.57	\$189.41
ECCO Drip Edge	13	\$11.52	\$149.76
Generic Plywood 5/8"	2	\$27.73	\$55.46
Section Total			\$6,902.10
Description	Qty	Unit price	Line total
Labor Estimate (per sqft)			
Tear off (3 layers)	2,400	\$1.50	\$3,600.00
Installation of New Roof	2,400	\$2.00	\$4,800.00
Section Total			\$8,400.00
Description	Qty	Unit price	Line total
Third-party Services			
Material Delivery	1	\$150.00	\$150.00
Waste Collection & Removal	1	\$500.00	\$500.00
Honeybucket	1	\$240.00	\$240.00

Section Total	\$890.00
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Estimate subtotal	\$16,192.10
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Total	\$16,192.10
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SAMPLE



Consumer Protection Notice

Actions to help make your project successful

(ORS 701.330 (1))

Oregon law requires contractors to provide the homeowner with this notice at the time of written contract, for work on a residential structure. This notice explains licensing, bond and insurance requirements, and steps that consumers can take to help protect their interests.

START OUT YOUR PROJECT RIGHT

- 1. Make sure your contractor is properly licensed** before you sign a contract. Visit www.oregon.gov/ccb, and click on the link, **Check on a Contractor's License**, or call our offices at 503-378-4621. To be licensed in Oregon, contractors must take training and pass a test on business practices and law. Licensing is not a guarantee of the contractor's work.
 - **A license requires the contractor to maintain a surety bond and liability insurance** - The CCB surety bond provides a limited amount of financial security if the contractor is ordered to pay damages in contract disputes. It is not intended to be a safety net for consumer damages. Consumers with large projects may wish to look into performance bonds. Liability insurance coverage provides for property damage and bodily injury caused by the contractor. It does not cover contract disputes, including poor workmanship.
 - **If your contractor is not licensed** - the CCB bond and dispute resolution services will not be available to you.
- 2. What you should know about bids, contracts, and change orders:**
 - **Bids** - *Do not automatically accept the lowest bid* - A low bid may make it necessary for the contractor to use lower quality materials and to cut corners in workmanship.
 - **Contracts and Change Orders** - **Always get it in writing.** Your contractor is required to provide a written contract if the contract price is more than \$2000. The CCB recommends that all contracts be in writing.
 - **Contracts should be as detailed as possible** - Some items to include are materials and costs, permits, estimated start and completion dates, debris removal, and arbitration clauses. Make sure the contractor's name, CCB number, and contact information is included in the contract.
 - **Read and understand your contract before signing it** - Don't be pressured into signing your contract without taking the time needed to go through it. Make sure it includes enough details to avoid misunderstandings and to protect you and your property.
- 3. Additional contract information you should know:**
 - **A Payment Schedule** - should be included in the contract. Stick to the schedule and never pay in full for a project before the work is complete.
 - **Special Note on Liens** - Subcontractors and material suppliers that work on your project are often paid by the general contractor. If a general contractor fails to pay, the subcontractor may file a lien on your property. For information on construction liens, visit the CCB's Consumer Help Page at www.oregon.gov/ccb, or contact an attorney.
 - **Warranty on new residential construction** - Contractors must make an offer of a warranty when constructing a new residential structure. Consumers may accept or refuse the warranty.
- 4. If you should have a problem with your contractor** - You can file a complaint with the CCB against a **licensed** contractor within one year of the substantial completion of work on your project. Contact the CCB office at 503-378-4621 for help.

Visit the CCB website at for more information on having a successful project.
www.oregon.gov/ccb

CONTRACTOR: CCB#: _____

PROPERTY OWNER: _____

Signature

Date

Signature

Date



Information Notice To Owner About Construction Liens

(ORS 87.093)

This is not a lien. Your contractor is required by law to provide this notice to inform you about construction lien laws. This notice explains the construction lien law, and gives steps you can take to protect your property from a valid lien. As an owner, you should read this information notice carefully. This information notice is required to be given if you contract for residential construction or remodeling, if you are buying a new home, or at any time the contract price exceeds \$2,000.

- Under Oregon law, your contractor and others who provide labor, materials, equipment, or services to your project may be able to claim payment from your property if they have not been paid. That claim is called a Construction Lien.
- If your contractor does not pay subcontractors, employees, rental equipment dealers, materials suppliers, or does not make other legally required payments, those who are owed money may place a lien against your property for payment. **It is in your best interest to verify that all bills related to your contract are paid, even if you have paid your contractor in full.**
- If you occupy or will occupy your home, persons who supply materials, labor, equipment, or services ordered by your contractor are permitted by law to file a lien against your property only if they have sent you a timely Notice of Right to Lien (which is different from this Information Notice), before or during construction. If you enter into a contract to buy a newly-built, partially-built, or newly-remodeled home, a lien may be claimed even though you have not received a Notice of Right to a Lien. If you do not occupy the building, a Notice of Right to Lien is not required prior to filing a lien.

This notice is not intended to be a complete analysis of the law. You should consult an attorney for more information.

Common Questions and Answers About Construction Liens

Can someone record a construction lien even if I pay my contractor? Yes. Anyone who has not been paid for labor, material, equipment, or services on your project and has provided you with a valid Notice of Right to Lien has the right to record a construction lien.

What is a Notice of Right to Lien? A Notice of a Right to Lien is sent to you by persons who have provided labor, materials, or equipment to your construction project. It protects their construction lien rights against your property.

What should I do when I receive a Notice of Right to Lien? Don't ignore it. Find out what arrangements your contractor has made to pay the sender of the Notice of Right to Lien.

When do construction liens need to be recorded? In Oregon, construction liens generally need to be recorded within 75 days from the date the project was substantially completed, or 75 days from the date that the lien claimant stopped providing labor, material, equipment, or services, whichever happened first. To enforce a lien, the lien holder must file a lawsuit in a proper court within 120 days of the date the lien was filed.

Note to Contractor: This notice must be delivered personally, or mailed by registered mail, certified mail, or by first-class mail with a certificate of mailing. Ask the signing parties to provide you with an original or copy to retain in your files. You should retain proof of delivery of this notice for at least two years.

Steps That Consumers Can Take to Protect Themselves

- **Contact the Construction Contractors Board (CCB) and confirm that your contractor is licensed.** The law requires all construction contractors to be licensed with the CCB. Check a contractor's license online at the CCB consumer website: www.oregon.gov/ccb, or you can call 503-378-4621.
- **Review the Consumer Protection Notice (ORS 701.330(1)),** which your contractor must provide to you at the time of contract on a residential structure.
- **Consider using the services of an escrow agent** to protect your interests. Consult your attorney to find out whether your escrow agent will protect you against liens when making payments.
- **Contact a title company about obtaining a title policy** that will protect you from construction lien claims.
- **Find out what precautions, if any, will be taken** by your contractor, lending institution, and architect to protect your project from construction liens.
- **Ask the contractor to get lien waivers or lien releases** from every subcontractor, materials provider, equipment provider, and anyone else the contractor is responsible for paying. Do this before you give your contractor a progress payment.
- **Have a written contract with your contractor.** A written contract is **required** for projects greater than \$2,000. An original contractor that fails to provide a written contract as required by law, may not place a construction lien against the owner's property.
- **If you receive a Notice of Right to Lien, ask for a statement of the reasonable value of the materials, labor, equipment, or services** provided to your project from everyone who sends you a Notice of Right to Lien. If the information is not provided in a timely manner, the sender of the Notice of Right to Lien may still be able to file a construction lien, but will not be entitled to attorney fees.
- **When you pay your contractor, write checks made jointly payable to the contractor, subcontractors, materials, equipment, or services providers.** The checks name both the contractor and the subcontractor, materials or equipment provider. The checks can only be cashed if **both** the contractor and the subcontractor, materials or equipment provider endorses it. Be aware that many banks will not accept checks made payable to multiple parties unless each party appears at the bank with government-issued identification at the time of deposit. Your contractor may wish to check with its bank and advise whether this is an option.
- **Should you have a dispute with your contractor,** you may be able to file a complaint with the CCB and be reimbursed in whole or in part from the contractor's bond. For more details about help available through the agency, write to the CCB at PO Box 14140, Salem, OR 97309-5052 or call 503-378-4621.
- **Consult an attorney.** If you do not have an attorney, consider contacting the Oregon State Bar Referral Service at 503-684-3763 or 1-800-452-7636.

Signing this Information Notice verifies only that you have received it. Your signature does not give your contractor or those who provide material, labor, equipment, or services, any additional rights to place a lien on your property.

Job Site Address: _____

CONTRACTOR: CCB#: _____

PROPERTY OWNER: _____

Print Name (as it appears on contract)

Print Name (as it appears on contract)

Signature

Date

Signature

Date



Notice of Procedure

Regarding Residential Construction Arbitrations and Lawsuits

(ORS 701.330)

Oregon law contains important requirements that homeowners must follow before starting an arbitration or court action against any contractor, subcontractor, or supplier (materials or equipment) for construction defects.

Before you start an arbitration or court action, you must do the following:

1. Deliver a written notice of any conditions that you believe are defective to the contractor, subcontractor, or supplier that you believe is responsible for the alleged defect.
2. Allow the contractor, subcontractor, supplier, or its agent, to visually inspect the possible defects and also allow the contractor, subcontractor, or supplier to do reasonable testing.
3. Provide the contractor, subcontractor, supplier, or its agent, the opportunity to make an offer to repair or pay for the defects. You are not obligated to accept any offer made.

There are strict procedures and deadlines that must be followed under Oregon law. Failure to follow those procedures or meet those deadlines will affect your right to start an arbitration or court action.

You should contact an attorney for information on the procedures and deadlines required under Oregon law.

Your contractor is supplying this notice to you as required by Oregon law.

CONTRACTOR: CCB#: _____

HOMEOWNER: _____

Print Contractor Name (as it appears on contract)

Print Homeowner Name (as it appears on contract)

Signature of Authorized Representative Date

Signature Date

TERMS & CONDITIONS

1. Color Selection & Pricing

Homeowner to select shingle color. All colors are subject to supplier availability at the time of order. Pricing is secured once a 50% deposit is received. If material costs rise due to supplier increases, tariffs, or shipping delays before deposit is received, pricing may be adjusted to reflect current market conditions.

2. Scope of Work Includes:

- Removal and disposal of existing roofing materials
- Supply and installation of new roofing components as specified
- Full cleanup of the job site, including use of a magnetic nail sweeper

3. Landscaping & Site Protection

We will take appropriate precautions to protect your landscaping, including use of tarps, plywood, and scaffolding where necessary. If there are specific areas or items requiring extra care, please notify us before work begins.

4. Exclusions & Additional Charges

Any work not listed in the scope above may result in added charges. This includes, but is not limited to:

- Removal of unforeseen additional layers of roofing
- Counter flashing, fascia, siding, or chimney repairs
- Electrical, plumbing, or interior work
- Painting, attic vent repair, or insulation work
- Gutter repairs or modifications
- Satellite dish or antenna re-alignment
- Damage repair from code-compliant nail penetration through soffits or attic spaces

Note: Homeowner is responsible for removing all gutter covers or leaf guards prior to the start of work. If not removed, gutter cleaning is not included.

5. Permits & Utilities

Unless otherwise agreed upon in writing, the homeowner is responsible for securing all necessary building permits. Satellite dish or antenna re-alignment is not included in the scope of work.

6. Delays & Material Availability

Moss Boss Roofing is not responsible for delays due to supplier shortages, weather conditions, strikes, or other events beyond our control.

7. Payment Terms

50% deposit due to schedule project

- Remaining balance due upon completion
- Labor warranty is void if project is not paid in full
- A \$50 late fee will be applied to any unpaid balance after 30 days
- Interest will accrue at 2% per month on unpaid balances over 30 days

8. Warranty & Limitations

Workmanship is covered by our standard labor warranty (see attached document)

- Manufacturer warranties apply separately to materials
- Moss Boss Roofing is not liable for:
 - Dust or debris in attic or interior areas

- Vibration-related damage (please secure or remove fragile items from shelves, ceilings, and walls)
- Mold, water intrusion, or issues with EIFS, LP siding, Hardiplank, or other exterior wall systems
- Ventilation or airflow issues (proper attic ventilation is the homeowner's responsibility)

9. Change Orders

Any changes to the agreed scope of work must be documented with a written and signed change order. No additional work will be performed without mutual agreement on revised pricing and terms.

10. Inclement Weather Policy

If unsafe weather conditions occur, work may be delayed or paused. We will resume work as soon as conditions are safe and schedule allows.

11. Insurance Notice

Moss Boss Roofing carries full liability insurance. Homeowners are encouraged to notify their homeowners insurance carrier of the project. Proof of insurance can be provided upon request.

12. Photographic Documentation

Homeowner grants permission for Moss Boss Roofing to document the roof with before-and-after photos. Photos may be used for quality assurance, warranty support, and training. No identifying personal details or house numbers will be shared in marketing use without written consent.

13. Legal Terms & Limitation on Actions:

Any legal action relating to this agreement must be initiated within five (5) years from the date of substantial completion or the date of last work performed, whichever comes first.

Attorney's Fees:

In the event that legal action or collections are necessary to enforce this agreement, the homeowner will be responsible for all attorney's fees, court costs, and associated expenses, including those on appeal.

14. Acceptance of Terms

The above prices, scope, and terms are hereby accepted by the homeowner. I acknowledge receipt of the Consumer Protection Notice, Notice to Owners About Construction Liens, and Notice of Procedure. This proposal is valid for 10 days from the date of issue unless extended in writing by Moss Boss Roofing.