

# QUOTE / ESTIMATE

Quote Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expires: \_\_\_\_\_

## FROM

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## TO

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PROJECT DESCRIPTION

\_\_\_\_\_

## ITEMIZED ESTIMATE

Description	Qty	Unit Price	Total
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Subtotal: \$ \_\_\_\_\_

Tax (\_\_\_%): \$ \_\_\_\_\_

Discount: \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

## PAYMENT TERMS

Deposit Required: \_\_\_% upfront (\$ \_\_\_\_\_)

Payment Schedule: \_\_\_\_\_

Payment Methods: \_\_\_\_\_

Late Fee: \_\_\_% per month

**TIMELINE**

Start Date: \_\_\_\_\_ Estimated Completion: \_\_\_\_\_

Milestones: \_\_\_\_\_

**SCOPE EXCLUSIONS**

The following are NOT included in this quote: \_\_\_\_\_

**TERMS AND CONDITIONS**

This quote is valid until the expiration date. Acceptance constitutes a binding agreement subject to standard service terms. Changes to scope require written change orders.

**ACCEPTANCE**

I accept the terms of this quote and authorize work to begin.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*DISCLAIMER: This template is for informational purposes only and does not constitute legal advice. Laws vary by state. Consult a licensed attorney before executing this agreement.*