|  |  |  |  |
| --- | --- | --- | --- |
|  ESTIMATE |  |  |  |
|  <Your Company Name> |  |  |  | **DATE** |
|  <123 Street Address> |  |  |  |  |
|  <City, State, Zip/Post Code> |  |  |  | **ESTIMATE NO.** |
|  <Phone Number, Email> |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  **BILL TO** |  |  **SHIP TO** |  |  |
|  <Contact Name> |  |  <Name / Dept> |  |  |
|  <Client Company Name> |  |  <Client Company Name> |  |  |
|  <Address> |  |  <Address> |  |  |
|  <Phone> |  |  <Phone> |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | 0.00 |
|  |  |  | **SUBTOTAL** | 0.00 |
| Remarks, notes on how long the estimate is valid, project duration estimates... |  | **DISCOUNT** | 0.00 |
|  | **TAX RATE** | 0.00% |
|  | **TOTAL TAX** | 0.00 |
|  | **SHIPPING/HANDLING** | 0.00 |
|  |  | **Quote Total** | **$ -** |