QUOTE

[Your Business Name]
[Address]
[City, State ZIP]
[Phone] · [Email]

Quote # [Q-0001]
Date [MM/DD/YYYY]
Valid until [MM/DD/YYYY]
Prepared by [Name]

Prepared for

[Client Name]
[Company]
[Address]
[Email] · [Phone]

Scope of work

[Briefly describe the project, what is included and any key assumptions.]

Item / service	Qty	Unit price	Amount

Subtotal
Discount
Tax rate
Estimated tax
Quote total

Terms

- This quote is valid until the date shown above.
- A deposit of [__] % is required to schedule the work. The balance is due [on completion].
- Any work outside the scope above will be quoted separately before it begins.

Acceptance

To accept this quote, sign below and return it to [email].

Client signature
Name: Date:

Business signature
Name: Date:

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