Estimate

[Your business name] · [license or registration # if required] · [phone] · [email]
Estimate #[4001] · Date: [date] · Valid until: [date, e.g. 30 days]
Prepared for: [client name] · Address: [address]
Task 1: [what you will do] - flat [$]
Task 2: [what you will do] - [hours] × [rate] = [$]
Materials: [item] - [qty] × [your price] = [$]
Trip charge: [$] · Minimum visit: [$ or hours]
Not included: [e.g. painting after patching]
Subtotal [$] · Sales tax [rate]% [$] · Estimated total [$]
Deposit to start: [%] · Accepted by: [name] · [date]

DESCRIPTION	QTY	PRICE	AMOUNT
		Subtotal	
		Sales tax	
		Total	