Estimate

[Your business name] · License #[number] · [phone] · [email]
Estimate #[3001] · Date: [date] · Valid until: [date, e.g. 30 days]
Prepared for: [client name] · Job address: [address]
Scope: [remove existing system, install new system type and size]
Sized by: [load calculation or existing tonnage]
[Outdoor unit: brand, model, tons, efficiency] - [$]
[Indoor unit: brand, model] - [$]
Line set - [feet] × [price per foot] = [$] · Refrigerant - [lb] × [price] = [$]
Labor - [hours] × [rate] = [$] · Permit - [$] · Haul-away - [$]
Warranty: [parts years] parts · [years] labor · Not included: [e.g. ductwork]
Subtotal [$] · Sales tax [rate]% [$] · Estimated total [$]
Deposit to start: [%] · Accepted by: [name] · [date]

DESCRIPTION	QTY	PRICE	AMOUNT

Subtotal	
Sales tax	
Total	