Estimate

YOUR BUSINESS

Business name · phone · email · license # (if your state requires it)

Estimate #

Date

Valid until

Job address

PREPARED FOR

Customer name · phone · email

JOB

One plain sentence describing the work

DESCRIPTION	QTY	UNIT	PRICE	TOTAL

One task or material per line. Labor and materials on separate lines. Say who supplies what.

Subtotal	
Tax (%)	
Total	
Deposit to start	
Balance due on completion	

INCLUDED, EXCLUDED, AND ASSUMPTIONS

Example: "Does not include repair of damaged pipe found behind the wall." "Customer-supplied fixture; no warranty on the fixture itself." "Permit fee billed at cost if required."

TERMS

Example: "This estimate is valid for 30 days. Changes to the scope are quoted before work continues. Balance due on completion by card, bank transfer or check."

Customer signature (approves the work and price above)

Date

Free template from settlejob.com. Not legal advice; check your state's rules for what an estimate must show.