|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ESTIMATE TEMPLATE | |  |  | [LOGO] |
| <Your Business Name> |  |  |  | **DATE** |
| <Enter the Physical Address Here> |  |  |  |  |
| <Address Line Two> |  |  |  | **ESTIMATE NO.** |
| <Company Phone Number and Email> |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | | |
| **BILL TO** |  | **SHIP TO** |  |  |
| <Name of Contact> |  | <Name / Department> |  |  |
| <Client’s Business Name> |  | <Customer Business Name> |  |  |
| <Address Line One> |  | <Address Line One> |  |  |
| <Phone Number and Email> |  | <Phone Number and Email> |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | | **QTY** | **UNIT PRICE** | **TOTAL** |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  | |  |  | 0.00 |
|  |  |  | **SUBTOTAL** | 0.00 |
| Remarks, and extra notes. You can also use this space to indicate how long the estimate will be valid for.  [Input Project Duration Estimate Here]  [Enter the Terms and Conditions Here] | |  | **DISCOUNT** | 0.00 |
|  | **TAX RATE** | 0.00% |
|  | **TOTAL TAX** | 0.00 |
|  | **SHIPPING/HANDLING** | 0.00 |
|  | |  | **Quote Total** | **$ -** |