

ESTIMATE

[Your Company Name]

[Street Address, City, ST ZIP]

[Phone] · [Email] · [Website]

BILL TO

[Client Name]

[Client Name]
[Client Address]

[Client Phone / Email]

ESTIMATE #

[0001]

DATE

[MM/DD/YYYY]

VALID UNTIL

[MM/DD/YYYY]

DESCRIPTION	QTY	RATE	AMOUNT
Example: Labor — 2-person crew, 1 day	8	\$65.00	\$520.00
Subtotal			
Tax			
TOTAL			

NOTES & TERMS

[Scope of work, exclusions, and payment terms. Note how long this estimate is valid and any deposit required to schedule.]

Accepted by (signature)

Date

How to use: replace the highlighted fields with your details. This is a fillable template — enter your line items, then total the Amount column.
Free estimate template from ServicePros Hub · serviceproshub.com