

[Your Company Name]

[Address] · [Phone] · [Email] · [License #]

ESTIMATE

Client		Estimate #	
Job site address		Date	
Project		Valid until	

SCOPE OF WORK

What is included, specific enough that someone who wasn't there could picture the finished job.

LINE ITEMS

Description	Qty	Unit	Rate	Amount

Subtotal	
Sales tax (if applicable)	
Estimate total	

PAYMENT SCHEDULE

Payment	When it's due	%	Amount
Deposit	At signing		
Final payment	At completion		

NOT INCLUDED / EXCLUSIONS

ACCEPTANCE

By signing, the client accepts this estimate, its price, and the payment schedule above, and authorizes the work to begin. Changes to the scope will be handled by a written change order.

Client signature	Printed name	Date
Contractor signature	Printed name	Date