Quote

FROM

Your business name

Street address

City, State ZIP

Email

Phone

Tax ID or registration number, if you have one

PREPARED FOR

Client name

Attention: contact name

Street address

City, State ZIP

Email

Quote no.	
Date	
Valid until	
Project	

One or two sentences on what you will do for the client

Description	Qty	Rate	Amount

Subtotal	
Discount (_____%), if any	
Tax (_____%), if it applies to your work	
Total	
Deposit due on acceptance (_____%)	
Balance due	

Scope

- What is included
- What is not included

Terms

- This quote is valid until _____.
- _____% deposit is due when you accept. The balance is due _____.
- Changes to the scope are quoted separately before any extra work starts.

Acceptance

CLIENT

_____

Date

PROVIDER

_____

Date