ESTIMATE

Estimate No.: EST-0001
Date: [MM/DD/YYYY]
Valid until: [MM/DD/YYYY]

[Your Business Name]
[Street address]
[City, State ZIP]
[Email] · [Phone]

PREPARED FOR

[Client name]
[Company]
[Street address]
[City, State ZIP]

Agency services estimate: [engagement]

Agency services estimate. One line per phase or monthly service. Example rows are samples.

#	Service	Qty	Unit price	Amount
1	Brand workshop (example row)	1	$1,800.00	$1,800.00
2	Campaign setup (example row)	1	$3,200.00	$3,200.00
3	Monthly reporting (example row)	1	$600.00	$600.00

Subtotal	$5,600.00
Discount (0%)	$0.00
Sales tax (0%)	$0.00
TOTAL	**$5,600.00**

TERMS & NOTES

This estimate covers the services listed. Extra rounds, media spend and third-party costs are not included unless a line says so.
Valid until the date above.
Sales tax is optional and varies by state and city. Leave the rate at 0% if it does not apply. This is not tax advice.
Payment: [50]% to start and the balance on completion, or monthly in advance for ongoing work.

ACCEPTANCE

Accepted by: _____ Signature: _____ Date: _____

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