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]

Design project estimate: [project name]

Freelancer and design project estimate. Amount = hours x rate. Example rows are samples.

#	Deliverable	Hours	Rate	Amount
1	Discovery and concept (example row)	8	$95.00	$760.00
2	Visual design, key screens (example row)	24	$95.00	$2,280.00

Subtotal	$3,040.00
Discount (0%)	$0.00
Sales tax (0%)	$0.00
TOTAL	**$3,040.00**

TERMS & NOTES

Hours are estimates. We will tell you before a phase runs more than [10]% over the hours on this estimate.
This estimate is 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.
A deposit of [50]% is due to start. Files are handed over after the final payment.

ACCEPTANCE

Accepted by: _____ Signature: _____ Date: _____

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