ESTIMATE

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

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

PREPARED FOR

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

Price quote for [products or services]

A general price quote. Example rows are samples. Replace them. In Excel, subtotal, discount, sales tax and total calculate for you.

#	Description	Qty	Unit price	Amount
1	Printed brochure, 16 pages (example row)	250	$4.50	$1,125.00
2	Brochure design (example row)	1	$650.00	$650.00

Subtotal	$1,775.00
Discount (0%)	$0.00
Sales tax (0%)	$0.00
TOTAL	**$1,775.00**

TERMS & NOTES

This estimate is valid until the date above. It is an estimate, not an invoice.
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 terms: [for example 50% to start, balance on delivery].
Work outside these lines is quoted separately.

ACCEPTANCE

Accepted by: _____ Signature: _____ Date: _____

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