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Estimate Template

[Enter Your Company Name]

[Enter Your Address Line 1]

[Enter Your Address Line 1]

[Enter Your Phone Number]

[Enter Your Email Address]

ESTIMATE

BILL TO: ESTIMATE #: [Enter Number]

[Enter Recipient Name] DATE: [Enter Invoice Date]

[Enter Recipient Company Name] DUE DATE: [Enter Due Date]

[Enter Recipient Address Line 1] TERMS: [Enter Terms]

[Enter Recipient Address Line 2]

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ACTIVITY QTY RATE AMOUNT

[Enter Service/Product Description] 0 0.00 0.00

[Enter Service/Product Description] 0 0.00 0.00

[Enter Service/Product Description] 0 0.00 0.00

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MESSAGE:

[Enter Message]

|  |
| --- |
| SUBTOTAL  TAX ([Enter Rate]%)  TOTAL  BALANCE DUE |

|  |
| --- |
| 0.00  0.00  0.00  $00.00 |

Craig’s Design and Landscaping Services

456 Bayshore Drive

Anytown, CA 56789

(510) 555-1234

example@example.com

ESTIMATE

BILL TO: ESTIMATE # 1029

Katie Hanson DATE 08/25/2015

Katie’s Coffee Shop DUE DATE 09/24/2015

333 Easy Street TERMS Net 30

Middlefield, CA 98756 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACTIVITY QTY RATE AMOUNT

Concrete for fountain installation 5 25.00 125.00

Fountain pump 1 40.00 40.00

Labor for fountain installation 1 300.00 300.00

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MESSAGE:

Thank you for your business and have a great day!

|  |
| --- |
| SUBTOTAL  TAX (8%)  TOTAL  BALANCE DUE |

|  |
| --- |
| 465.00  37.20  502.20  $502.20 |