office printable .com

ESTIMATE

Base price plus options

ESTIMATE NO.	DATE	VALID UNTIL	PREPARED BY

PREPARED FOR

Name

Address

Phone / email

PREPARED BY

Business

Address

Phone / email

Base job

Description	Qty	Unit price	Amount

Base job total	

Optional extras (tick to include)

Add	Option	Price
☐		
☐		
☐		
☐		
☐		

Options selected	
Tax rate (%)	
Tax	
Estimated total	

TERMS AND NOTES

Customer acceptance (signature)

Print name

Date