

# Generic Estimate Template

|                |                              |
|----------------|------------------------------|
| INVOICE NUMBER |                              |
|                |                              |
| PROJECT NAME   | ESTIMATED START DATE         |
|                |                              |
| JOB LOCATION   | ESTIMATED DATE OF COMPLETION |
|                |                              |

|              |              |
|--------------|--------------|
| COMPANY NAME | CONTACT NAME |
|              |              |
| ADDRESS      |              |
|              |              |
| EMAIL        | PHONE        |
|              |              |

## Prepared For

|         |              |
|---------|--------------|
| NAME    | CONTACT NAME |
|         |              |
| ADDRESS |              |
|         |              |
| EMAIL   | PHONE        |
|         |              |

## Scope of Work

|  |
|--|
|  |
|--|

## Acceptance of Proposal

Proposed costs, specifications, and conditions detailed above are accepted, and specified work is authorized to begin on the agreed-upon date. Payment for services rendered will be made as specified.

|                             |                    |
|-----------------------------|--------------------|
| AUTHORIZED CLIENT SIGNATURE | DATE OF ACCEPTANCE |
|                             |                    |

## Cost Breakdown

| MATERIAL        | UOM | QTY | RATE | TOTAL |
|-----------------|-----|-----|------|-------|
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
|                 |     |     |      |       |
| TOTAL MATERIALS |     |     |      |       |

| LABOR       | HOURS | RATE | AMOUNT |
|-------------|-------|------|--------|
|             |       |      |        |
|             |       |      |        |
|             |       |      |        |
|             |       |      |        |
|             |       |      |        |
|             |       |      |        |
|             |       |      |        |
|             |       |      |        |
|             |       |      |        |
| TOTAL LABOR |       |      |        |

| MISCELLANEOUS CHARGES | AMOUNT |
|-----------------------|--------|
|                       |        |
|                       |        |
|                       |        |
|                       |        |
|                       |        |
|                       |        |
|                       |        |
| TOTAL MISCELLANEOUS   |        |

|                            |  |
|----------------------------|--|
| <b>TOTAL MATERIALS</b>     |  |
| <b>TOTAL LABOR</b>         |  |
| <b>TOTAL MISCELLANEOUS</b> |  |
| <b>SUBTOTAL</b>            |  |
| enter % <b>TAX RATE</b>    |  |
| <b>TOTAL TAX</b>           |  |
| <b>TOTAL</b>               |  |

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