**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** |  **$ -**  |
|  |  |  |  |  |
|  |  | **TOTAL MATERIALS** |  **$ -**  |
|  |  | **TOTAL LABOR** |  **$ -**  |
|  |  | **TOTAL MISCELLANEOUS** |  **$ -**  |
|  |  | **SUBTOTAL** |  **$ -**  |
|  |  |   enter %   **TAX RATE** | **0.00%** |
|  |  | **TOTAL TAX** |  **$ -**  |
|  |  | **TOTAL** |  **$ -**  |

|  |
| --- |
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