**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)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 | |
|  | | |  | |

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| Scope of Work | | | | | | | | | | | |
|  | | | | | | | | | | | |
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|  |  | | | |  | | |  | | |  |
| 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** | | |
|  | |  |  | | |  | | | $ - | | |
|  | |  |  | | |  | | | $ - | | |
|  | |  |  | | |  | | | $ - | | |
|  | |  |  | | |  | | | $ - | | |
|  | |  |  | | |  | | | $ - | | |
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|  | |  |  | | |  | | | $ - | | |
|  | |  |  | | |  | | | $ - | | |
|  | |  |  | | |  | | | $ - | | |
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|  | |  |  | | |  | | | $ - | | |
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|  | |  |  | | |  | | | $ - | | |
|  | |  |  | | |  | | | $ - | | |
|  | |  |  | | | **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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