**HVAC Estimate Template**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Company Logo |
|  |  |  |  |  |   |   |
| Company Name |  |  |  |  |  |  |
| Contractor License Number |   |
|   |
| Customer Name |   |   |
|  |
| Customer Address | Date |
|  |   |
| Customer Phone / Email | Project Location |
|  |   |
|  |  |  |  |  |  |  |
| Project Overview |  |  |  |  |  |  |
| Project Name / Description |
|   |
| Prepared By | Valid Until |
|   | MM/DD/YY |
|  |  |  |  |  |  |  |
| Scope of Work |  |  |  |  |  |  |
|   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Itemized Estimate |  |  |  |  |  |
| **Description** | **Item No.** | **Category** | **UOM** | **Quantity** | **Unit Cost**(Unit, Labor, Materials) | **Total** | **Notes** |
|   |   | Heating |   | 0 |  $ 0.00  |  $ 0.00  |   |
|   |   | Cooling |   | 0 |  $ -  |  $ -  |   |
|   |   | Ventilation |   | 0 |  $ -  |  $ -  |   |
|   |   | Materials |   | 0 |  $ -  |  $ -  |   |
|   |   | Labor |   | 0 |  $ -  |  $ -  |   |
|   |   | Miscellaneous |   | 0 |  $ -  |  $ -  |   |
|   |   |   |   | 0 |  $ -  |  $ -  |   |
|  |  |  |  |  |  |  |  |
| Subtotals and Totals |  | Warranty and Service Information |
| **Description** | **Amount** |  |  |
| Heating Subtotal | 0 |  |
| Cooling Subtotal | 0 |  |  |  |  |  |  |
| Ventilation Subtotal | 0 |  | Payment Terms |  |
| Labor Subtotal | 0 |  |  |
| Materials Subtotal | 0 |  |
| Permits / Fees | 0 |  |  |  |  |  |  |
| Discounts / Rebates (if applicable) | 0 |  | Notes / Exclusions |  |
| Other |  |  |  |
| **Subtotal Before Tax** |  |  |
|   enter %   **Tax Rate** | **0.00%** |  |  |  |  |  |  |
| **Total Tax** |  |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Acceptance of Proposal |  |
| Customer Signature |   | Date | Contractor Signature | Date |
|   |   |   |   |

|  |
| --- |
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