[YOUR LOGO]

ESTIMATE

[BUSINESS NAME]
[Street address]
[City, State ZIP]
[Phone] · [Email]
License / registration # (if required): [NUMBER]

Estimate #	[ESTIMATE NUMBER]
Estimate date	[DATE]
Valid until	[DATE]
Site visit date	[DATE]

PREPARED FOR
[CUSTOMER NAME]
[Address]
[City, State ZIP]
[Phone] · [Email]

JOB ADDRESS (IF DIFFERENT)

HOW THIS JOB IS PRICED
☐ Flat price for the work listed ☐ Hourly, estimated ____ to ____ hrs ☐ Mixed (flat tasks + hourly)
Estimated start: _____ **Time on site:** _____ **Visits needed:** _____

DESCRIPTION	QTY / HRS	RATE	AMOUNT
LABOR AND TASKS			
[Task and location — e.g. Mount 65-in TV, living room wall]		[RATE]	[AMOUNT]
MATERIALS			
[Item — e.g. Drywall patch kit]			
FEES			
Trip fee / minimum charge (if applicable)			
Haul-away / disposal (if applicable)			

NOT INCLUDED IN THIS ESTIMATE

Customer supplies:

Subtotal	[AMOUNT]
Sales tax (if applicable) ____ %	
ESTIMATED TOTAL	**[TOTAL]**
Deposit to book (if any)	
Balance due on completion	

APPROVAL
I approve the work and price above and the terms on page 2. You can also approve by replying “approved” by text or email.

Customer signature: _____ **Date:** _____
Printed name: _____ **Phone:** _____

[BUSINESS NAME]
Estimate # [ESTIMATE NUMBER]

SCOPE & TERMS

Fill in the brackets and delete any terms you don't use. Go over these with the customer before they approve.

1. What this estimate covers

This estimate covers only the work listed on page 1. Anything listed under "Not included" is not part of the price.

2. How long the price holds

This estimate is valid until the date on page 1. After that, we'll recheck material prices and our schedule before starting.

3. Changes to the work

If you ask for more work, we'll give you the price before we do it. Changes are agreed in writing (a text or email is fine) and shown on their own line on the invoice.

4. Hidden conditions

If we find something we couldn't see when we quoted, such as rot, water damage or damaged wiring, we'll stop, show you, and price the extra work before going further.

5. Hourly work

Hourly work is estimated at [___] to [___] hours. If it looks like the job will run more than [___] hours over, we'll check with you before continuing.

6. Materials

Materials we buy are billed at [COST / COST + ___ %]. For materials you supply, we charge labor only, and they aren't covered by our workmanship guarantee.

7. Deposit and payment

A deposit of [AMOUNT] is due to book the job [if applicable]. The balance is due [on completion / within ___ days of the invoice]. We accept [PAYMENT METHODS].

8. Workmanship

We guarantee our workmanship for [___] days from completion. Manufacturer warranties apply to fixtures and materials.

9. Licensed trade work

Work that needs a licensed electrician, plumber or other trade where your state or city requires one is [not included / done by a licensed subcontractor and listed above].

HOW TO USE THIS TEMPLATE

1. Replace every [BRACKETED] placeholder with your own details. Leave unused lines blank.
2. Number estimates in their own sequence (for example E-1001, E-1002), and put the estimate number on the invoice when the job is done.
3. Write one line per task, and say where it is: "Rehang closet door, primary bedroom."
4. Fill in "Not included". It heads off arguments about what the price covered.
5. Get a signature or a written "approved" before you buy materials or start work.
6. Some states have rules for home improvement contracts, such as required wording or a right to cancel. Check yours for larger jobs.