

Estimate and Quotation Sheet

Price a job in writing, with the exclusions written down, so both sides know what was and was not covered before the work starts.

An estimate or a quotation, with the difference between the two written on the sheet.

SAY WHICH OF THE TWO THIS IS

An estimate is a considered guess and a quotation is an offer of a fixed price. Which one this is changes what the customer may hold you to, and it varies by country — say plainly which you are giving, and put your own terms in the space provided.

This is an (write estimate or quotation)NumberDateValid until

FromToSite or job address

The work, in one line

BREAKDOWN

Item or stage	Detail	Qty or hours	Rate	Amount

WHAT IS NOT INCLUDED

TotalDeposit asked forLead timeYour terms are attached