

GENERAL ESTIMATE

Free template from InvoicePenguin • www.invoicepenguin.com

From (Your Business)

Name: _____
Address: _____
Phone: _____
Email: _____

Prepared For (Client)

Name: _____
Address: _____
Phone: _____
Email: _____

Estimate #:

Estimate Date:

Valid Until:

Prepared By:

Description	Qty	Rate	Amount
<i>e.g. Professional services</i>	1	\$0.00	
<i>e.g. Labor (hourly)</i>	1	\$0.00	
<i>e.g. Materials & supplies</i>	1	\$0.00	

Subtotal _____

Tax (%) _____

TOTAL _____

Notes / Payment Instructions

Tip: List each service or product on its own line so clients can see exactly what they are paying for.

