GENERAL QUOTE

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From (Your Business)

Name: _____

Address: _____

Phone: _____

Email: _____

Prepared For (Client)

Name: _____

Address: _____

Phone: _____

Email: _____

Quote #: _____ **Quote Date:** _____ **Valid Until:** _____ **Prepared By:** _____

Description	Qty	Rate	Amount
e.g. Professional services	*1*	*$0.00*	
e.g. Labor (hourly)	*1*	*$0.00*	
e.g. Materials & supplies	*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.

Prefer auto-calculated totals? Create this quote free online at www.invoicepenguin.com — no sign-up required.