

JOB ESTIMATE

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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. Labor (per hour)</i>	8	\$65.00	
<i>e.g. Materials & parts</i>	1	\$240.00	
<i>e.g. Trip / service charge</i>	1	\$45.00	

Subtotal _____

Tax (%) _____

TOTAL _____

Notes / Payment Instructions

Tip: Date the estimate and state how long the price is valid (15-30 days is standard) so material price changes don't come out of your pocket.

