|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | Estimate |
|  |  |  |
|  |  |  |  |  |
|  |  | [Your Business Name] |
|  |  | [Your Tax Number] |
|  |  | [Your Phone Number] |
|  |  | [Your Email] |
|  |  | [Your Address] |
|  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **BILL TO** |  |  |  |  | **Estimate#** | [Estimate number] |
| [Client’s Name] |  |  | **Date** | [Estimate issue date] |
| [Client’s Company Name][Client’s Tax No.] |  |  |  |  |  |
| [Client’s Phone No.] |  |  |  |  |  |
| [Client’s Email] |  |  |  |  |  |
| [Client’s Address] |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Item/Service Description | Quantity | Unit Price | Amount |
| Item 1 |  | 0.00 | 0.00 |
| Item 2 |  | 0.00 | 0.00 |
| Item 3 |  | 0.00 | 0.00 |
| Item 4 |  | 0.00 | 0.00 |
| Item 5 |  | 0.00 | 0.00 |
| Item 6 |  | 0.00 | 0.00 |
| Item 7 |  | 0.00 | 0.00 |
|  |  |  |  |  |  |  |  |
| Add any remarks, notes on how long the estimate is valid, project duration estimates, terms and conditions, payment instructions, etc |  |  | **Estimated Subtotal** | 0.00 |
|  |  |  |  |
|  |  | **Discount** | 0.00 |
|  |  |  |  |
|  | **Subtotal less discount** | 0.00 |
|  |  |  |  |
|  |  | **Tax Rate** | 0.00 |
|  |  |  |  |
|  |  | **Total tax** | 0.00 |
|  |  |  |  |
|  | **Shipping/Handling** | 0.00 |
|  |  |  |  |
| **ESTIMATE TOTAL** | 0.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |