

**YOUR NAME**

123 Blob Dr., Apt.B  
Sasquatuan, AU 39216

555-555-2355  
[blob@blob.com](mailto:blob@blob.com)

December 7, 20XX

**CLIENT PERSONAL NAME**

**TITLE**

**COMPANY NAME**

Dear **CLIENT NAME**,

Here is a simple estimate for you. Please note that my rate is \$XX/hour. Here are the description of the work and the numbers:

**Description of Work:**

Nostrud anim Wes Anderson, raw denim Cosby sweater do bitters plaid letterpress food truck PBR. Excepteur non eu Marfa, organic small batch accusamus lo-fi.

Seitan church-key meggings biodiesel drinking vinegar blog. Cliche Terry Richardson you probably haven't heard of them, aliquip mixtape reprehenderit drinking vinegar Banksy photo booth. Et direct trade tousled sriracha, banjo ethnic farm-to-table Shoreditch church-key. Fanny pack aliqua skateboard church-key ad vinyl bicycle rights swag, exercitation do nisi. Consequat slow-carb 8-bit PBR fugiat kitsch.

Assumenda est biodiesel Banksy. Sartorial tempor church-key four loko polaroid. Et ex put a bird on it DIY, selvage squid Shoreditch tousled accusamus Neutra Intelligentsia

## **Estimated Time**

### Artwork & Layout:

Updates/Expansion of Logo: **XX** hours

*TOTAL: 10 hours (\$XXX)*

### Website Construction:

Basic Layout Implementation: **XX** hours

Tutorials on maintaining your site: **XX** hours

*TOTAL: 15 hours (\$XXX)*

### Extras:

Installing eStore plug-in, set up, testing: **XX** hours

*TOTAL: 5 hours (\$XXX)*

## **GRAND TOTAL: XX hours (\$XXXX)**

The work described above is estimated to be completed by February 1st, 20XX. We will probably be done well before that date. The budget for this project is tight and we will do everything we can to stay within the 30 hours (\$1800). Please understand, however, that this is the estimated cost, and the final cost will be based upon the number of hours taken to complete the project.

This estimate, of course, does not include changes you may decide to make along the way, which could potentially make the price significantly higher. This is most easily avoidable by clear communication about expectations. It will also help tremendously if you look at the artwork carefully before you approve it, because layout changes become much more difficult after we have begun coding.

I'm looking forward to working with you on this project. Let me know what you're thinking, and don't hesitate to call or email if you have any questions.

Sincerely yours,

Alyssa P. Hacker