

# QUOTATION

[Company Name]

[Street Address]

[City, ST ZIP]

Phone: (000) 000-0000

Fax: (000) 000-0000

E-mail: a@hthk.com

QUOTE #	DATE
2034	3/4/2013
CUSTOMER ID	VALID THRU
	3/31/2013

Accepted By:

## CUSTOMER INFO

[Name]

[Company Name]

[Street Address]

[City, ST ZIP]

[Phone, E-mail]

## DESCRIPTION OF WORK

ITEMIZED COSTS	QTY	UNIT PRICE	AMOUNT
New client discount		(80.00)	(80.00)
Fees, including sales tax	1	15.99	15.99
Labor: 8 hours at \$78/hr	8	78.00	624.00
Service Fee	1	200.00	200.00
TOTAL			
819.99			
OTHER			
-			
TOTAL QUOTE \$			
819.99			

This quotation is not a contract or a bill. It is our best guess at the total price for the service and goods described above. The customer will be billed after indicating acceptance of this quote. Payment will be due prior to the delivery of service and goods. Please fax or mail the signed quote to the address listed above.

Customer Acceptance

W

Signature

Printed Name

Date

If you have any questions, please contact [Name, Phone, Email@a@hthk.com]