

[Company Name]

# QUOTATION

[Street Address]

[City, ST ZIP]

Phone: (000) 000-0000

Fax: (000) 000-0000

[E-mail Address]

QUOTE #	DATE
2034	2/1/2017
CUSTOMER ID	VALID UNTIL
	3/31/2017

## CUSTOMER INFO

[Name]

[Company Name]

[Street Address]

[City, ST ZIP]

[Phone, E-mail]

*Prepared By*

## DESCRIPTION OF WORK

### ITEMIZED COSTS

	QTY	UNIT PRICE	AMOUNT
Service Fee	1	200.00	200.00
Labor: 5 hours at \$75/hr	5	75.00	375.00
Parts, including sales tax	7	12.95	90.65
New client discount		(50.00)	(50.00)
			.
			.
			.
			.

*Thank you for your business!*

**SUB TOTAL 615.65**

**OTHER -**

**TOTAL QUOTE \$ 615.65**

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

//		
Signature	Printed Name	Date

If you have any questions, please contact [Name, Phone, email@address.com]