|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | |  | |  | |  |
|  | <Company Name> | | | | **ESTIMATE** | | | |  |
|  | <123 Street Address, City, State, Zip/Post> | | | |  | | | |  |
|  | <Website, Email Address> | | | |  |
|  | <Phone Number> | | | |  |
|  |  |  |  | |  |
|  |  |  |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  |
|  | **BILL TO** |  | **SHIP TO** | | **Estimate No:** | | #INV0001 | |  |
|  | <Contact Name> |  | <Name / Dept> | | **Date:** | | 11/11/11 | |  |
|  | <Client Company Name> |  | <Client Company Name> | | **Valid For:** | | 14 Days | |  |
|  | <Address> |  | <Address> | |  | |  | |  |
|  | <Phone, Email> |  | <Phone> | |  | |  | |  |
|  |  |  |  | |  | |  | |  |
|  | **品名** | | **規格** | **數量** | **單價** | **單位** | **金額** | **備註** |  |
|  |  | |  |  |  |  | **0** |  |  |
|  |  | |  |  |  |  | **0** |  |  |
|  |  | |  |  |  |  | **0** |  |  |
|  |  | |  |  |  |  | **0** |  |  |
|  |  | |  |  |  |  | **0** |  |  |
|  |  | |  |  |  |  | **0** |  |  |
|  |  | |  |  |  |  | **0** |  |  |
|  |  | |  |  |  |  | **0** |  |  |
|  |  | |  |  |  |  | **0** |  |  |
|  |  |  |  | | **SUBTOTAL** | | 0.00 | |  |
|  | Thank you for your business! | |  | | **DISCOUNT** | | 0.00 | |  |
|  |  | | **SUBTOTAL LESS DISCOUNT** | | 0.00 | |  |
|  |  | | **TAX RATE** | | 0.00% | |  |
|  |  | | **TOTAL TAX** | | 0.00 | |  |
|  |  | | **SHIPPING/HANDLING** | | 0.00 | |  |
|  |  | |  | | **Quote Total** | | **$ -** | |  |
|  |  | | | | | | | |  |
|  | **Terms & Instructions** |  |  | |  | |  | |  |
|  | <Add payment requirements here, for example deposit amount and payment method> | | | | | | | |  |
|  | <Add terms here, e.g: warranty, returns policy...> | | | | | | | |  |
|  | <Include project timeline> | | | | | | | |  |
|  |  |  |  | |  | |  | |  |