|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QUOTE # D’Harris Tours  **.**  P.O. Box 5961  Vallejo, CA, 94591  Phone: 1(415)-902-8542  Fax: 1(800)-853-4006  Website:  <http://dharristours.simpsf.com>  E-mail:  [dharristours@gmail.com](mailto:dharristours@gmail.com)  [Contact Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [Phone]  CUSTOMER ID #: [ABC12345]  Dear [Recipient Name],  You recently requested pricing information on services from our company. The information your business provided on the type of services needed, we were able to formulate this Quote: | | |  | |
| salesperson | Buisness requesting Quote | Possible Form of payment or terms discussed | | Payment date |
|  |  | Due on receipt | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Job | description | Hourly Price rate | line total |
| Business name 🡪  Contact Name 🡪 | (Customer Business Name)  (Contact Name) | 4 hour minimum rate - $000 |  |
| Job Date 🡪 | (Month 00, 2011) | Over time hourly fee - $000 |  |
| Job Description 🡪  Bus Type 🡪  Driver 🡪  Number of Pax 🡪 | (Job Description)  (Bus Type)  (Drivers Name and maybe contact information)  (Number of Passengers) | Fuel Cost - $000 |  |
| Pick-up time 🡪  Drop-off time 🡪 | (Pick-up time)  (Drop-off time) | Bridge Toll Fee - $000 |  |
| Pick-up Location 🡪  Trip drop-off location 🡪  Final Drop-off location 🡪 | (Pick-up Location)  (Trip Drop-off Location)  (Final Drop-off Location) | Mileage Charge - $000 |  |
| Miscellaneous 🡪  Total Hours 🡪 | (Contact Name)  (Estimated hours Job may take) |  |  |
|  | | *Subtotal* |  |
|  | | *Sales Tax* |  |
|  | | *Estimated quote* |  |
| This is a quotation on the service request named noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)  This quotation prepared by:  To accept this quotation, sign here and return: | | | | |
| Make checks or money orders payable to [Company name or whatever]  Thank you for your business! | | | | |