

# 01 Quote Template

## SERVICE QUOTE / PROPOSAL

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### COMPANY HEADER

\*\*Logo/Company Name\*\*

[COMPANY NAME]

[Address]

[City, State ZIP]

[Phone] [Email]

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### QUOTE DETAILS

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### CUSTOMER INFORMATION

\*\*Contact:\*\* [NAME]

\*\*Phone:\*\* [PHONE]

\*\*Email:\*\* [EMAIL]

\*\*How Found:\*\* [REFERRAL/AD/ETC]

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### SERVICES QUOTED

#### Primary Service

|-----|----|-----|-----|

#### Additional Services

|-----|----|-----|-----|

#### Materials/Supplies

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## PRICING SUMMARY

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## PAYMENT TERMS

- ☐ - Due upon completion
- ☐ - 50% deposit, 50% on completion
- ☐ - Net 15
- ☐ - Net 30
- ☐ - Payment plan: \_\_\_\_\_

**\*\*Accepted Payment Methods:\*\***

- ☐ - Cash Check Credit Card Venmo Zelle PayPal

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## SCHEDULE

**\*\*Estimated Start Date:\*\***

**\*\*Estimated Completion:\*\***

**\*\*Estimated Duration:\*\***

**\*\*Schedule is subject to:\*\***

- Weather conditions
- Customer availability
- Material availability

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## WHAT'S INCLUDED

- Professional service by trained technicians
- Quality materials and supplies
- Cleanup and debris removal
- Satisfaction guarantee
- Before/after documentation

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## WHAT'S NOT INCLUDED

- Repairs or modifications
- Unforeseen conditions
- Permits (if required)
- Post-service maintenance

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## CUSTOMER OPTIONS

### Option A: Standard Service

- \$ \_\_\_\_\_
- Includes: \_\_\_\_\_
- Timeline: \_\_\_\_\_

### Option B: Premium Service

- \$ \_\_\_\_\_
- Includes: \_\_\_\_\_
- Timeline: \_\_\_\_\_

### Option C: Basic Service

- \$ \_\_\_\_\_
- Includes: \_\_\_\_\_
- Timeline: \_\_\_\_\_

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## GUARANTEE

We stand behind our work with a [30/60/90]

If you're not satisfied with our service, contact us within [48]

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## ACCEPTANCE

**\*\*To proceed with this quote:\*\***

1. Sign below

2. Return with deposit (if required)

3. We'll schedule your service

**\*\*Customer Authorization:\*\***

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## NEXT STEPS

1. We receive your signed quote

2. We confirm your service date

3. We arrive on schedule

4. You pay upon completion

**\*\*Questions?\*\***

[PHONE]	[EMAIL]
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**\*Thank you for your business!\***

[COMPANY NAME]
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[Tagline or motto]
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