

01 Quote Template

SERVICE QUOTE / PROPOSAL

COMPANY HEADER

Logo/Company Name

[COMPANY NAME]	
[Address]	
[City, State ZIP]	
[Phone]	[Email]

QUOTE DETAILS

|---|---|

CUSTOMER INFORMATION

Contact: [NAME]

Phone: [PHONE]

Email: [EMAIL]

How Found: [REFERRAL/AD/ETC]

SERVICES QUOTED

Primary Service

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

Additional Services

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

Materials/Supplies

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

PRICING SUMMARY

|---|-----|

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

SCHEDULE

Estimated Start Date:

Estimated Completion:

Estimated Duration:

Schedule is subject to:

- Weather conditions
- Customer availability
- Material availability

WHAT'S INCLUDED

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

WHAT'S NOT INCLUDED

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

CUSTOMER OPTIONS

Option A: Standard Service

- \$ _____
- Includes: _____
- Timeline: _____

Option B: Premium Service

- \$ _____
- Includes: _____
- Timeline: _____

Option C: Basic Service

- \$ _____
 - Includes: _____
 - Timeline: _____
-

GUARANTEE

We stand behind our work with a

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

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: _____

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 NUMBER]	[EMAIL]
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Thank you for your business!

[COMPANY NAME]

[Tagline or motto]
