[Your business name]

[Address]
[City, region, postcode]
[you@example.com]

QUOTE

Quote no. **Q-0001**

PREPARED FOR

[Client name]
[Client address]
[client@example.com]

Description	Qty	Rate	Amount
Scope of work [What is included]	1	$0.00	$0.00
Materials or allowances (if any)	1	$0.00	$0.00
Optional extra (not required to accept the quote)	1	$0.00	$0.00
	Subtotal		$0.00
	Total (USD)		**$0.00**

PAYMENT DETAILS

[How to pay: bank, PayPal, or other details]

NOTES

This is a quote / estimate, not an invoice. Say in this box whether the price is fixed (a quote) or a likely cost that may change (an estimate), and list anything not included.

TERMS

This offer is valid until the date above. Work starts after you confirm in writing. Changes to the scope are priced separately.