[Your business name]

[Street address, city, state ZIP]
[Phone] · [Email] · [Website]
[Mobile — your service area, or your shop] · Insured: [coverage]

ESTIMATE

Estimate # [0001]
Date [MM/DD/YYYY]
Valid until [MM/DD/YYYY]
Time needed [hours] · [on site / drop-off]

PREPARED FOR

[Customer name]
[Street address]
[City, state ZIP]
[Phone or email]

VEHICLE

[Year, make, model, color · size class: coupe / sedan / SUV / truck / van]
Found: [pet hair, stains, odor, swirls, scratches, water spots — what you saw]
[Where you'll work · hours · the dates you can do]

DESCRIPTION	QTY	RATE	AMOUNT
Package — [interior / exterior / full detail] — [size] [What it covers, in one line]			
Pet hair removal [Where, and how heavy]			
Stain / odor treatment [Which seats or carpets]			
Paint correction — [one-step / two-step] [Panels, and what it will and won't remove]			
Water spots / headlights / engine bay [One line each]			
Ceramic coating [Option — the product's rated life, what it replaces]			
Maintenance wash [Option — per visit; weekly, every two weeks, monthly]			

Subtotal

Sales tax / GST / VAT ([rate]%)

Estimated total

DEPOSIT TO BEGIN

[Amount — what it books, and when the balance is due]

WHAT'S INCLUDED

[The package and the condition work, what you bring on site — and what isn't: the options, deep scratches, anything you found but didn't price.]

HOW TO PAY

[Deposit to book a long correction or coating day, if you take one; the balance on the day by card, cash or bank transfer.]

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