

[Your business name]

[Street address, city, state ZIP]
[Phone] · [Email] · [Website]
License # [if your state licenses handymen, or “unlicensed — jobs under the state limit”]

ESTIMATE

Estimate # [0001]
Date [MM/DD/YYYY]
Valid until [MM/DD/YYYY]
Minimum [your job minimum]

PREPARED FOR

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

VISIT

[How many tasks, one visit]
[Job address, if different] · [Hours]
[Days you can come]

DESCRIPTION	QTY	RATE	AMOUNT
Trip charge [What it covers]			
[Task 1] [Flat price, or hours × rate; who supplies the parts]			
[Task 2] [Same]			
[Task 3] [Same]			
Materials [What you'll buy, with the receipt]			
Needs a licensed trade [Anything you'll refer out — listed, not priced]			
		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 tasks, cleanup, packaging away — and what you'll refer to a licensed electrician or plumber.]

HOW TO PAY

[Deposit to book the date, and how to pay it — card, check or bank transfer. When the balance is due.]

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