

[Your business name]

[Street address, city, state ZIP]
[Phone] · [Email] · [Website]
[State contractor license #, if the repair needs one] · Insured

ESTIMATE

Estimate # [0001]
Date [MM/DD/YYYY]
Valid until [MM/DD/YYYY]
Readings today [FC / pH / alkalinity / stabilizer]

PREPARED FOR

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

POOL

[In-ground / above-ground, gallons, filter type, salt or chlorine — and what's wrong]
[Visits and days; when you can start]
[What you saw: equipment age, water condition]

DESCRIPTION	QTY	RATE	AMOUNT
One-time service — [green-to-clean / opening / closing / drain and acid wash] [Visits × rate, or a flat price]			
Chemicals for the job [Estimated; billed as used]			
Repair — [what] — labor [Hours × rate, or flat]			
Part — [pump / filter / heater / salt cell], [make, model, size] [New; old one taken away]			
Filter clean or cartridge [Clean, or replace — model]			
Weekly service — [what each visit includes] [Option — per month; chemicals included or billed as used]			
		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 visits, the chemicals, the equipment, haul-away — and what isn't: what you can't see until the water clears, parts that fail on the way, the monthly service.]

HOW TO PAY

[Deposit that orders the equipment and books the first visit, and how to pay it. When the balance is due.]

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