[Your business name]

[Street address, city, state ZIP]
[Phone] · [Email] · [Website]
License # [if your trade is licensed]

QUOTE

Quote # [Q-0001]
Date [MM/DD/YYYY]
Valid until [MM/DD/YYYY]

PREPARED FOR

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

JOB

[The job, in one line]
[Job address, if different] · [How long it takes]
[When you can start]

DESCRIPTION	QTY	RATE	AMOUNT
Labor [A fixed price for the work described]			
Materials and parts [Item, quantity, brand if it matters]			
Permits and fees [If the job needs one]			
Cleanup and haul-away			
Optional extra [Something they can add — priced on its own line, left out of the total]			

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

WHAT'S INCLUDED

[Everything the price covers.]

WHAT'S NOT INCLUDED

[The things a customer might assume are in it — and aren't.]

DEPOSIT AND TIMING

[The deposit that books the date, and when the balance is due.]

TO BOOK

[How to say yes — reply, call or pay the deposit — and the date this price holds until.]

Free quote template from zarla.com/features/quote-template. Replace every [bracketed] line and delete the rows you don't need. Want your customers to say yes online? Zarla sends a quote as one link from the same dashboard as your website, and drafts the invoice for what they chose: zarla.com/features/quoting-software