[Your business name]

[Street address, city, state ZIP]
[Phone] · [Email] · [Website]
[State contractor license #, where your state licenses solar work] · Insured: [coverage]

ESTIMATE

Estimate # [0001]
Date [MM/DD/YYYY]
Valid until [MM/DD/YYYY]
Site survey [MM/DD/YYYY · on site / remote]

PREPARED FOR

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

SYSTEM

[kW DC] rooftop / ground-mount system — [n] × [W] panels, [panel model] · [inverter: string / micro / hybrid, model]
Estimated year-one production [kWh] ([how you modeled it]) · last 12 months' use [kWh] · about [%] of it
System price $[panels + inverter + design] · $[system price ÷ watts] a watt · fees at cost below
[Design and permit time] · [installation days] · [switch-on after the utility approves]

DESCRIPTION	QTY	RATE	AMOUNT
Solar panels, racking and wiring, installed [n] × [W] panels ([kW] DC), [roof type / mount] — per watt or flat			
Inverter — [string / micro / hybrid] [Model, where it's mounted, monitoring]			
Design, engineering and permit drawings [Site survey, shade study, structural check, plan set]			
Permit and inspection fees — at cost [City or county; billed with the receipt]			
Utility interconnection fee — at cost [Utility; billed with the receipt]			
Battery storage [Option — model, capacity, what it backs up]			
Main panel upgrade / EV charger / critter guard [Option — one line each]			

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

DEPOSIT TO BEGIN

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

WHAT'S INCLUDED

[Design, permits, installation, inspection, the interconnection application and switch-on — and what isn't: the options, roof repairs, a panel upgrade the utility asks for. Say the production figure is a model, not a meter reading.]

HOW TO PAY

[After the deposit, the milestones against the system price — e.g. a share at permit approval or equipment delivery, the rest at installation and inspection. Fees at cost with receipts. How to pay.]

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