

QUOTE

Quote number: [number]

Date issued: [date]

Valid until: [date]

From (the "Business"): [Business legal name]

Address: [street, city, state, ZIP]

Phone / email: [contact details]

License number (if applicable): [number]

To (the "Customer"): [Customer's full name or company name]

Billing address: [street, city, state, ZIP]

Job or delivery address (if different): [address]

Phone / email: [contact details]

1. Type of price

Choose one:

☐ **Fixed quote.** The total below is the price for the work and items described, unless the Customer approves a change in writing.

☐ **Estimate.** The total below is the Business's best estimate. The final price will not be more than [percentage]% above the estimate without the Customer's written approval.

2. Scope of work

The Business will provide: [plain description of the work, goods or services]

Not included: [list anything the Customer might assume is included but isn't]

Customer's responsibilities: [for example, clear access to the site, provide content by a date, obtain building approval, or write "none"]

3. Line items

Item or task	Quantity	Unit price	Line total
[description]	[qty]	[\$ amount]	[\$ amount]
[description]	[qty]	[\$ amount]	[\$ amount]
[description]	[qty]	[\$ amount]	[\$ amount]

Subtotal: [\$ amount]

Discount: [\$ amount or "none"]

Tax ([rate] %): [\$ amount]

Shipping or delivery: [\$ amount or "none"]

Total: [\$ amount]

4. Timeline

Expected start date: [date]

Expected completion or delivery date: [date]

These dates depend on the Customer accepting this quote and paying any deposit by [date]. The Business will tell the Customer promptly about any expected delay.

5. Deposit and payment

Deposit due on acceptance: [\$ amount or percentage] ☐ No deposit required.

Balance due: ☐ On completion ☐ [number] days after invoice ☐ On this schedule: [describe]

Accepted payment methods: [bank transfer, card, check, other]

Late payments: [describe any late fee, or write "none"]. Any late fee must be within the limits allowed by law.

6. Changes

Any change to the scope, items or timeline must be agreed in writing (email is enough) before the extra work is done, including the effect on price and timing.

7. Cancellation

The Customer may cancel by written notice. If the Customer cancels after accepting, the Customer pays for work already done and for materials already ordered that the Business can't return, and the Business refunds any remaining deposit within [number] days. Any cancellation right the Customer has under law is not affected.

If this quote is accepted at the Customer's home or another place that isn't the Business's usual place of business, the FTC Cooling-Off Rule (16 CFR Part 429) or state law may give the Customer a right to cancel within a few days and require the Business to give written notice of that right, with cancellation forms. If so, that notice is attached: ☐ Yes, notice of cancellation attached ☐ Not applicable

8. Warranty

☐ The Business warrants its workmanship for [period] after completion and will fix defects in its work at no charge during that time.

☐ No warranty beyond what the law provides.

Any manufacturer warranties on goods supplied pass to the Customer.

9. General terms

Validity. This quote expires on the "valid until" date above if not accepted. After that, the Business may issue a new quote.

Entire agreement. Once accepted, this quote (with any attached drawings or specifications) is the whole agreement for this job.

Governing law. The law of [State] governs this agreement.

Severability. If any part of this agreement is found unenforceable, the rest stays in effect.

Electronic signatures and counterparts. The parties agree this agreement may be signed electronically and in counterparts, and an electronic signature has the same effect as a handwritten one.

Acceptance

By signing below, the Customer accepts this quote, including the scope, price and terms above, and authorizes the Business to begin.

Signatures

Business

Signature: _____

Name: [full name]

Date: [date]

Customer

Signature: _____

Name: [full name]

Date: [date]