

QUOTE

Proposed work and estimated charges

BUSINESS INFORMATION

Business name	Contact name / role
Business address	
Phone / email / website	Registration / tax ID

QUOTE DETAILS

Quote number	Quote date	Valid until
Prepared for / contact details	Customer reference	
Address / service location		
Proposed scope of work		

ESTIMATED CHARGES

Description	Qty	Rate	Amount
Currency (e.g. CAD, USD)	Subtotal	Discount	
Tax 1 name / rate	Tax 1 amount	Tax 2 name / rate	
Tax 2 amount	Total		
Terms, exclusions, payment schedule and notes			

This quote describes proposed work. Record acceptance and service terms separately.