|  |  |
| --- | --- |
| **COMPANY NAME** | **[Street Address]** |
| **[City, ST ZIP]** |
| **Website:** **[somedomain.com]** |
| **Phone:** **[000-000-0000]** |
| **Fax: [000-000-0000]** |
| **Prepared by:** **[salesperson name]** |

|  |  |
| --- | --- |
| **CUSTOMER** | **QUOTE** |
| **[Name]** | **DATE:** **[Date]** |
| **[Company Name]** | **QUOTE #:** **[Number]** |
| **[Street Address]** | **CUSTOMER ID:** **[Customer ID]** |
| **[City, ST ZIP]** | **VALID UNTIL:** **[Days]** |
| **[Phone]** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | | **TAXED** | **AMOUNT** |
| [Service Fee] | |  | 230.00 |
| [Labor: 5 hours at $75/hr] | |  | 375.00 |
| [Parts] | |  | 345.00 |
| New client discount | |  | (50.00) |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| **TERMS AND CONDITIONS**  1. Customer will be billed after indicating acceptance of this quote  2. Payment will be due prior to delivery of service and goods  3. Please fax or mail the signed price quote to the address above Customer Acceptance (sign below): | | Subtotal | 900.00 |
| Taxable | 345.00 |
| Tax rate | 6.250% |
| Tax due | 21.56 |
| **Print Name:** |  | Other |  |
| **TOTAL** | **$921.56** |