**COMPANY NAME**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **QUOTE** | | | |
| **DATE:** | **QUOTE #:** | **CUSTOMER ID:** | **VALID UNTIL:** |
| **[Date]** | **[Number]** | **[Customer ID]** | **[Days]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |