Service Estimate / Quotation

Prepared For:	[Client Name]	**Date:**	[Date]
Company:	[Client Company]	**Estimate #:**	[EST-XXX]
Contact:	[Client Contact Info]	**Valid Until:**	[Expiry Date]

Project Details

Service: [Description of Service(s) to be Provided]
Location: [Service Address / Location]
Timeline: [Estimated Start & Completion Dates]
Scope: [Brief Summary of Project Scope]

Service Items

Description	Quantity	Unit Price	Amount
[Service Item 1]	[Qty]	[Unit Price]	[Amount]
[Service Item 2]	[Qty]	[Unit Price]	[Amount]

Subtotal	[Subtotal Amount]
Sales Tax [xx%]	[Tax Amount]
Total Estimate	**[Grand Total]**

Terms & Notes

[Payment Terms, e.g. "50% deposit required, balance due on completion."]
[Valid for X days from date of issue.]
[Additional notes or conditions as needed.]

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Authorized Signature

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Client Signature