

Quote

[YOUR BUSINESS NAME] ("Provider") · [ADDRESS] · [PHONE] · [EMAIL] · [LICENSE NUMBER, IF ANY]

Quote no. [NUMBER] · Date [DATE] · Valid until [DATE]

Prepared for [CLIENT NAME] ("Client"), [CLIENT ADDRESS] · Job site [ADDRESS, IF DIFFERENT]

Description	Qty	Unit price	Amount
[ITEM OR TASK]	[QTY]	[\$]	[\$]
[ITEM OR TASK]	[QTY]	[\$]	[\$]
[ITEM OR TASK]	[QTY]	[\$]	[\$]
[ITEM OR TASK]	[QTY]	[\$]	[\$]
Subtotal			[\$]
Tax [RATE]			[\$]
Total			[\$]
Deposit due at signing			[\$]

Terms

1. Scope

This quote covers only the work and materials listed above. Anything else is extra and needs a written change order.

2. Price

These prices are good until the "valid until" date above. After that date, Provider can update them.

3. Payment

Client pays the deposit when signing. The balance is due [ON COMPLETION / WITHIN NUMBER DAYS OF THE INVOICE]. Accepted payment: [CASH / CHECK / CARD / BANK TRANSFER].

4. Schedule

Work starts about [START DATE] and takes about [DURATION]. Weather, material delays and changes Client asks for can move these dates.

5. Changes

Any change to the work is priced and approved in writing before it is done. Email counts.

6. Warranty

[DESCRIBE ANY WARRANTY, OR WRITE "NONE"]

By signing below, Client accepts this quote, including the price and terms above, and authorizes the work.

Client signature

Printed name

Date

Template from Esigit (esigit.com), October 2026. A starting point, not legal advice. State laws differ on deposits, contractor licensing and consumer cancellation rights. Have a lawyer in your state review it before you rely on it.