

[YOUR COMPANY NAME]

[Street Address]
[City, State ZIP]
[Phone] · [Email] · [Website]
License #: [State license number]
Insured: [Yes – GL policy on request]

ESTIMATE

Estimate #: [EST-2026-001]
Date: [July 20, 2026]
Valid until: [August 19, 2026]

PREPARED FOR

[Customer name]
[Billing address]
[Phone] · [Email]

SERVICE ADDRESS (IF DIFFERENT)

[Street Address]
[City, State ZIP]
[Access notes: gate code, dog, etc.]

SCOPE OF WORK

[Describe the job in 2–4 plain sentences. Example: "Remove and haul away existing 40-gallon gas water heater. Supply and install new 40-gallon gas water heater, including new supply lines, expansion tank, and code-required seismic strapping. Obtain plumbing permit and schedule final inspection."]

LINE ITEMS

#	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
LABOR					
1	Diagnostic / service call	[1]	[ea]	[\$–]	[\$–]
2	Labor – installation	[hrs]	[hr]	[\$–]	[\$–]
MATERIALS					
3	[Part / equipment + model number]	[1]	[ea]	[\$–]	[\$–]
4	Fittings, supplies	[1]	[lot]	[\$–]	[\$–]
OTHER					
5	Permit fee	[1]	[ea]	[\$–]	[\$–]
6	Disposal / haul-away	[1]	[ea]	[\$–]	[\$–]
Subtotal					[\$–]
Discount					[\$–]
Sales tax ([rate]%)					[\$–]
TOTAL ESTIMATE					[\$–]

Whether labor and materials are taxable differs by state – apply your state's rules.

PAYMENT TERMS

Deposit: [30]% (\$[–]) due on acceptance to schedule the work.
Balance: due on completion.
Accepted: [cash, check, card, ACH].
[For multi-day jobs: progress payment of \$[–] due at [milestone].]

THIS ESTIMATE INCLUDES

[e.g., All labor, materials, and permit listed above; site cleanup; haul-away.]

NOT INCLUDED

[e.g., Drywall or finish repair after access cuts; painting; repair of pre-existing code violations; after-hours or emergency rates.]

TERMS & CONDITIONS

1. This estimate is valid until the date shown above. Work accepted after that date may require updated pricing.
2. Pricing is based on conditions visible at the time of the estimate. Concealed conditions (hidden damage, prior unpermitted work, code violations, mold, or asbestos) will be priced in a written change order before any additional work begins.
3. Material prices are subject to supplier availability within the validity period.
4. Any change to the scope of work requires written approval and may change the price and schedule.
5. Warranty: labor is warranted for [12 months] from completion. Materials and equipment carry the manufacturer's warranty.
6. Permits: [included as a line item above / to be obtained by customer].
7. This is an estimate, not an invoice. The final invoice will match this estimate unless the scope changes under item 4.
8. Cancellation rights vary by state; many states allow homeowners to cancel a contract signed in their home within 3 business days.

ACCEPTANCE

I have read this estimate, including the terms above, and authorize [Company name] to perform the work described.

Customer signature

Date

Printed name

Contractor signature

Date

Notes / attachments: [photos, equipment spec sheets, model numbers]