

Project Quote

[Your Business Name]

Your
Address
Your Phone
[YourEmail]
Date: [Insert Date]
Valid Until: [Insert Expiration
Date]

Client Information

Name: [Client Name]
Address: [Job Site
Address]
Phone: [Client Phone]
Email: [Client Email]

Project Description

[Insert detailed description of work, e.g., "Install 200 sq ft of hardwood flooring in living room, including removal of old carpet and disposal."]

Cost Breakdown

Item	Description	Quantity	Total,
Labour		[e.g., 10 hours @ £50/hour]	£500
Materials	[e.g., Oak hardwood	[e.g., 200 sq ft @ £8/sq ft]	
Equipment	Floor sander Hire	[e.g., 1 day]	
Other		[e.g., 1]	
Subtotal			
Overhead (10%)			
Profit (20%)			
Total			

Timeline

• Start Date: [Insert Date] •

Estimated Completion: [Insert
Date]

Terms and Conditions

• Payment: 50% deposit, 50% upon completion. • Changes:

Any changes to scope require a signed change order. •

Warranty: [e.g., 1-year warranty on labor]. • Cancellation:

[e.g., 48-hour notice required, deposit non-refunded].

Acceptance

Client

Signature: _____

Date: _____