Job Estimate Template

Editable example • Replace the sample quantities, prices, and terms before sending.

From: [Business name and contact]
To: [Customer and billing address]
Job or vehicle: [Address, unit number, or other reference]

Estimate no.: [Number] Issued: [Date] Valid through: [Date]

Proposed Work

Replace a leaking service valve

Description	Qty	Unit	Unit price	Amount
Quarter-turn isolation valve	1	ea	$42.00	$42.00
Braided connector	2	ea	$18.00	$36.00
Isolate, replace, and test	1.5	hr	$105.00	$157.50

Example subtotal $235.50
Tax if applicable: [Enter amount]
Estimated total: [Enter total after tax]

Notes

[State what is included, what is excluded, and how the customer can approve this estimate.]

Illustrative prices only. This sample does not represent a quote or bill for actual work.