

ESTIMATE

[Project name]

From	[Your business name, address, email]
To	[Client name, address]
Estimate number	[E-001]
Date	[Date]
Valid until	[Date]

Estimated work

Give a low and a high number of hours for each task. The range is honest about what you do not know yet.

Task	Low (hours)	High (hours)
[Task]	[h]	[h]

Hourly rate	[Rate]
Estimated range	[Low total] to [High total]

What could change the estimate

- [Unknowns that could move the number]

How billing works

This is an estimate, not a fixed price. You are invoiced for actual hours [every two weeks], with a timesheet. If the work looks like going more than [10%] over the high figure, you will be told before it happens.

Approval

	Client
Name	
Signature	
Date	