

QUOTE

[Project name]

From	[Your business name, address, email]
To	[Client name, address]
Quote number	[Q-001]
Date	[Date]
Valid until	[Date, usually 30 days later]

Price

One line per deliverable. A fixed price per line, not hours: hours belong in an estimate.

Item	Description	Qty	Price
[Item]	[What exactly]	[1]	[Amount]

Subtotal	[Amount]
VAT ([rate]%)	[Amount]
Total	[Amount]

Included

- [What the price covers]

Not included

- [What the client might assume is included]

Payment terms

[e.g. 40% deposit to start, 30% on design approval, 30% on launch. Invoices due within 14 days.]

Accept this quote

To accept, sign below or reply in writing. Work starts once the deposit is paid. [A statement of work with dates follows acceptance.]

	Client
Name	
Signature	
Date	