Cost estimate

Prepared by		**Prepared for**	
Address		**Address**	
Email / phone		**Contact**	

Estimate number		**Date**	
Valid until		**Job / project**	

Description	Qty	Unit price	Estimated cost

Subtotal	
Contingency (optional)	
VAT (if charged)	
Estimated total	

Assumptions and exclusions
What the estimate includes, what it does not, and anything that could change the cost.

Accepted by (customer)

Date