Worked example - fictional businesses. Replace every detail with your own.

Cost estimate

Prepared by	Sample Decorators	**Prepared for**	Riverside Community Cafe
Address	3 Example Row, Anytown AB9 0LM	**Address**	4 Sample Road, Anytown AB3 4EF
Email / phone	hello@example.com	**Contact**	Sam Taylor, Manager

Estimate number	EST-0063	**Date**	14/11/2026
Valid until	12/12/2026	**Job / project**	Redecorate meeting room

Description	Qty	Unit price	Estimated cost
Labour - decorator (days)	5	£180.00	£900.00
Emulsion paint, 5 litre tub	4	£32.00	£128.00
Masking tape, dust sheets and filler	1	£45.00	£45.00
Waste removal	1	£60.00	£60.00

Subtotal	£1,133.00
Contingency (optional)	£100.00
VAT (if charged)	£0.00
Estimated total	**£1,233.00**

Assumptions and exclusions
Includes preparation and two coats on walls and ceiling. Excludes woodwork, furniture moving and any repairs found once work starts. Final cost may change if the scope changes.

S Taylor — *Accepted by (customer)*

16/11/2026 — *Date*

How to use this template

A cost estimate tells a customer roughly what a job will cost before it starts. Fill it in on screen or print it and write by hand.

1. **Add both sides.** Put your details and the customer's at the top, with an estimate number and the date.
2. **Set an expiry date.** Say how long the estimate stays valid, because prices can change.
3. **List the costs.** One line per task or material with quantity, unit price and the estimated cost.
4. **Add the totals.** Include a contingency line if you want to allow for the unexpected. Only use the VAT line if VAT applies.
5. **Explain what is and is not included.** Use the assumptions box, then ask the customer to sign and date to accept.

This template is not legal or tax advice. An estimate may differ from the final bill, so say clearly what could change it.