

# ESTIMATE / INVOICE

[Business Name]  
[Address Line 1]  
[Phone Number]  
[Email Address]

**No:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Client:**

[Name]  
[Service Address]  
[Phone]

**Project Notes:**

[Brief description of repairs or maintenance]

Description of Work / Materials	Qty/Hrs	Rate	Total

Subtotal: \$ \_\_\_\_\_  
Tax: \$ \_\_\_\_\_

**Grand Total: \$ \_\_\_\_\_**

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**Terms:** Payment is due upon completion of work. Estimates are valid for 30 days.

Thank you for your business!