

ESTIMATE / QUOTE

[Law Firm Name]
[Address Line 1]
[City, State, Zip]
[Phone Number] | [Email]

Estimate #: [00000]
Date: [MM/DD/YYYY]
Valid Until: [MM/DD/YYYY]

CLIENT INFORMATION

[Client Name]
[Company Name]
[Street Address]
[City, State, Zip]

MATTER REFERENCE

[Matter Name/Reference Number]
[Consulting Attorney]

Description of Services	Quantity / Hours	Rate (\$)	Amount (\$)
Review of Employment Agreement / Contract	0.00	0.00	0.00
Policy Manual & Handbook Compliance Audit	0.00	0.00	0.00
Strategic HR Legal Consulting	0.00	0.00	0.00
Regulatory Filing Assistance (EEOC/DOL)	0.00	0.00	0.00

Subtotal: \$0.00
Estimated Disbursements: \$0.00
Total Estimate: \$0.00

TERMS & CONDITIONS

This estimate is for informational purposes and does not constitute a binding legal retainer. Actual costs may vary based on discovery, complexity, and additional requirements. A formal engagement letter must be signed before work commences.

[Law Firm Website] | Member of [State] Bar Association | Disclaimer: This is not a tax invoice.