

ESTIMATE

[Coordinator Name/Business]
[Address Line 1]
[Email / Phone]

ESTIMATE NO: [000]
DATE: [MM/DD/YYYY]

CLIENT DETAILS:

[Client Name(s)]
[Wedding Date]
[Venue Name]

COORDINATION SUMMARY:

Project: Day-of Wedding Coordination & Management

SERVICE DESCRIPTION	HOURS/QTY	RATE	TOTAL
Management Package Final walkthrough, timeline creation, vendor confirmation	[]	\$0.00	\$0.00
Wedding Day Direction On-site management (Ceremony & Reception), 10-12 hours	[]	\$0.00	\$0.00
Assistant Coordinator Additional support for large guest counts/complex setups	[]	\$0.00	\$0.00
Rehearsal Supervision 1-2 hour walkthrough at ceremony site	[]	\$0.00	\$0.00

SERVICE DESCRIPTION	HOURS/QTY	RATE	TOTAL
Travel/Miscellaneous Parking, lodging, or travel fees if applicable	[]	\$0.00	\$0.00

SUBTOTAL: \$0.00

TAX: \$0.00

ESTIMATED TOTAL: \$0.00

Terms: This is an estimate for services based on initial consultations. A non-refundable deposit of [00%] and a signed contract are required to secure the wedding date.

Estimate valid for 30 days.