ESTIMATE

Estimate no.

Date

Valid until

FROM

Business name

Address

Phone / email

PREPARED FOR

Customer name

Address

Phone / email

Job address

Planned start date

SCOPE OF WORK

Record pane counts, interior versus exterior glass, screens, tracks and access height.

Description	Unit	Qty	Rate	Amount
Interior & Exterior Windows	pane			
Small Home (up to 15 windows	each			
Screen Cleaning	each			
Storefront (per pane	pane			
Standard Double-Hung Window	each			

NOT INCLUDED

Specify whether hard-water stains, paint removal and inaccessible windows are excluded.

Subtotal

Tax rate (%)

Tax

Total

Deposit to book (if any)

CUSTOMER APPROVAL

I accept this estimate and the scope of work above.

Signature

Printed name

Date