BUSINESS NAME

PHONE · EMAIL

ADDRESS · LICENSE #

Estimate

ESTIMATE #

DATE

VALID UNTIL

CLIENT NAME

PHONE

CLIENT ADDRESS

EMAIL

JOB ADDRESS

JOB TYPE

Scope of work

DESCRIPTION	QTY / HRS	UNIT	UNIT COST / RATE	TOTAL
MATERIALS				
LABOR				
SUBCONTRACTORS & OTHER				

Sample

Payment terms

Job cost (materials + labor + other)	
Overhead & profit ____ %	
Subtotal before tax	
Tax ____ %	
Total estimate	
Deposit to book ____ %	
Balance on completion	

To accept, sign and date below. The job is scheduled once the deposit is received.

CLIENT SIGNATURE

DATE

CONTRACTOR SIGNATURE

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BUSINESS NAME

PHONE · EMAIL

ADDRESS · LICENSE #

Invoice

INVOICE # _____

INVOICE DATE _____

DUE DATE _____

BILL TO _____

JOB ADDRESS _____

PHONE · EMAIL _____

ESTIMATE # / JOB _____

DESCRIPTION OF WORK OR ITEM	QTY / HRS	UNIT PRICE	AMOUNT

Sample

Payment terms & how to pay

Subtotal	_____
Tax ___ %	_____
Approved change orders	_____
Invoice total	_____
Less deposit received	_____
Less other payments	_____
Balance due	_____

Thank you for your business!

TEMPLATE ONLY · NOT LEGAL OR TAX ADVICE

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FINAL WALK WITH THE CLIENT

Punch List

CLIENT

JOB ADDRESS

WALK DATE

TARGET FINISH DATE

#	ROOM / LOCATION	ITEM TO FIX OR FINISH	WHO	DONE (DATE)	CLIENT OK
1					☐
2					☐
3					☐
4					☐
5					☐
6					☐
7					☐
8					☐
9					☐
10					☐
11					☐
12					☐
13					☐
14					☐
15					☐
16					☐
17					☐
18					☐
19					☐
20					☐
21					☐
22					☐
23					☐
24					☐
25					☐
26					☐

Sample

All items above are complete and the client has walked the job.

CLIENT SIGNATURE

DATE

CONTRACTOR SIGNATURE

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