

# Your Company Name

123 Your Street  
Your City, ST 00000  
(555) 010-0100  
office@yourcompany.example  
www.yourcompany.example  
License #LIC-000000  
Licensed and insured — certificate on request

# ESTIMATE

No. **EST-1001**  
Date **Sep 1, 2026**  
Valid until **Oct 1, 2026**

## BILL TO

### Client Name

456 Client Street  
Their City, ST 00000  
(555) 010-0200  
client@example.com

| DESCRIPTION                                    | QTY | UNIT  | RATE       | TAX | AMOUNT     |
|------------------------------------------------|-----|-------|------------|-----|------------|
| <b>LABOR</b>                                   |     |       |            |     |            |
| Bed preparation, soil amendment and grading    | 400 | sq ft | \$2.40     |     | \$960.00   |
| Crew day, two-person with equipment            | 2   | day   | \$1,150.00 |     | \$2,300.00 |
| Restricted-access surcharge (no machine entry) | 6   | hr    | \$85.00    |     | \$510.00   |
| Maintenance visit, mow, edge, blow             | 1   | ea    | \$65.00    |     | \$65.00    |
| <b>MATERIALS</b>                               |     |       |            |     |            |
| Shrub, 5-gal, supplied and planted             | 1   | ea    | \$78.00    | T   | \$78.00    |
| Tree, 15-gal, supplied, staked and planted     | 1   | ea    | \$295.00   | T   | \$295.00   |
| Hardwood mulch, installed 3 in. deep           | 8   | cu yd | \$95.00    | T   | \$760.00   |
| Sod, supplied and laid                         | 400 | sq ft | \$1.65     | T   | \$660.00   |

|                |                   |
|----------------|-------------------|
| Subtotal       | \$5,628.00        |
| Tax (8.25%)    | \$147.92          |
| <b>Total</b>   | <b>\$5,775.92</b> |
| Deposit due    | \$1,732.78        |
| <b>Balance</b> | <b>\$4,043.14</b> |

T = taxable line

## NOTES

Scope, exclusions and allowances are listed above. Work is scheduled on receipt of the deposit.

## TERMS

This estimate is our best professional judgment of the cost of the work described. Concealed conditions found once work begins are priced by written change order before we proceed. Prices are valid for 30 days from the date above.

Accepted by

Date