

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

QUOTE

No. **QUO-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
LABOR					
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
MATERIALS					
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
Total	\$5,775.92
Deposit due	\$1,732.78
Balance	\$4,043.14

T = taxable line

NOTES

Excludes anything not listed above. Permit fees, if required, are billed at cost.

TERMS

This is a fixed price for the scope described above. It does not change unless the scope changes, and any change is priced by a written change order that you approve before the extra work happens. The price is valid for 30 days.

Accepted by

Date