

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
MATERIALS					
Architectural shingles, supplied and installed	24	sq	\$485.00	T	\$11,640.00
Synthetic underlayment	24	sq	\$58.00	T	\$1,392.00
Ice-and-water shield, eaves and valleys	24	sq	\$145.00	T	\$3,480.00
Ridge vent, cut and install	40	ft	\$18.50	T	\$740.00
LABOR					
Tear-off and disposal, first layer	24	sq	\$115.00		\$2,760.00
Tear-off, each additional layer	24	sq	\$75.00		\$1,800.00
Steep-pitch adder (8/12 and above)	24	sq	\$85.00		\$2,040.00
Dumpster, delivery, haul-off and magnet sweep	1	ea	\$685.00		\$685.00

Subtotal	\$24,537.00
Tax (8.25%)	\$1,423.29
Total	\$25,960.29
Deposit due	\$7,788.09
Balance	\$18,172.20

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