

**FROM**

Your business name \_\_\_\_\_

Address \_\_\_\_\_

Phone · email \_\_\_\_\_

**BILL TO**

Client name \_\_\_\_\_

Client address \_\_\_\_\_

Phone · email \_\_\_\_\_

|            |                    |             |
|------------|--------------------|-------------|
| ESTIMATE # | DATE               | VALID UNTIL |
| _____      | _____              | _____       |
| PERIOD     | CUSTOMER REF. / PO |             |
| _____      | _____              |             |

| DESCRIPTION                                                               | QTY × RATE | AMOUNT |
|---------------------------------------------------------------------------|------------|--------|
| Delivery: date, order #, from → to, service level (zone / stop / mileage) |            |        |
| Delivery: date, order #, from → to                                        |            |        |
| Delivery: date, order #, from → to                                        |            |        |
| Wait time / after-hours / rush / oversized                                |            |        |
| Fuel surcharge (% of delivery charges)                                    |            |        |
| Other                                                                     |            |        |
|                                                                           |            |        |
|                                                                           |            |        |
|                                                                           |            |        |
|                                                                           |            |        |

**NOTES & PAYMENT TERMS**  
This estimate is valid for 30 days. Final invoice may vary if the scope changes; any change will be approved in writing before work continues. Deposit of 30% due on acceptance.

Subtotal

Tax

**ESTIMATED TOTAL** \_\_\_\_\_