**SampleCompany, Inc.**

SampleCompany, Inc. – Sample St. X – 12345 SampleTown

Quote No.:

5678-9

Customer No.:

9999

Contact Person:

Maria Samplewoman

Max Sampleman

Sample Road 1

12345 SampleTown

Place, Date

**QUOTE NO. 5678-9**

Dear Mr. Sampleman,

We have gratefully received your request. We are pleased to provide you with an overview of the estimated costs according to your request.

| **Item No.** | **Description** | **Quantity** | **Unit Price** | **Total Price** |
| --- | --- | --- | --- | --- |
| 1. | Service X | X pcs. | $xx.xx | $xx.xx |
| 2. | Labor Time X | X pcs. | $xx.xx | $xx.xx |
| 3. | Material/Product Cost X | X pcs. | $xx.xx | $xx.xx |
|  |  | | **Net Total** | $xx.xx |
|  |  | | Sales Tax x% | $xx.xx |
|  |  | | **Total Amount** | **$xx.xx** |

We look forward to your approval of this quote. We are always available for any queries you may have.

Please note: This calculation is a non-binding estimate. The actual costs may differ from the prices mentioned.

Kind Regards,

First Name Last Name