

Invoice Estimate

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Client Name]

[Client Address]

[City, State, Zip Code]

Project Description

[Insert a brief description of the project/services to be provided]

Estimated Costs

Description	Rate	Hours	Total
[Service 1]	[\$[Rate]]	[Hours]	[\$[Total]]
[Service 2]	[\$[Rate]]	[Hours]	[\$[Total]]
Subtotal	[\$[Subtotal]]		
Tax (if applicable)	[\$[Tax]]		
Total Estimate	[\$[Total Estimate]]		

Terms & Conditions

[Insert any terms and conditions regarding payment, revisions, etc.]

Thank you for considering this estimate. I look forward to the opportunity to work with you!

Sincerely,

[Your Name]