

ESTIMATE

Estimate {{ESTIMATE_NUMBER}} · {{PROJECT_NAME}}

Field	Value
For	{{CLIENT_NAME}} — {{CLIENT_CONTACT}}
From	{{FREELANCER_NAME}}, {{FREELANCER_BUSINESS}}
Project	{{PROJECT_NAME}}
Issue date	{{ISSUE_DATE}}
Valid until	{{VALID_UNTIL}}
Currency	{{CURRENCY}}

Estimated work

Activity	Hours	Rate	Amount
{{ACTIVITY_1}}	{{HOURS_1}}	{{RATE}}	{{AMOUNT_1}}
{{ACTIVITY_2}}	{{HOURS_2}}	{{RATE}}	{{AMOUNT_2}}
{{ACTIVITY_3}}	{{HOURS_3}}	{{RATE}}	{{AMOUNT_3}}
{{ACTIVITY_4}}	{{HOURS_4}}	{{RATE}}	{{AMOUNT_4}}
Estimated labour	{{TOTAL_HOURS}}		{{LABOUR_TOTAL}}

Fixed-price items and expenses

Item	Type	Amount
{{FIXED_ITEM_1}}	Fixed price	{{FIXED_AMOUNT_1}}
{{FIXED_ITEM_2}}	Fixed price	{{FIXED_AMOUNT_2}}
{{EXPENSE_1}}	Expense	{{EXPENSE_AMOUNT_1}}

Estimate total

Line	Amount
Estimated labour	{{LABOUR_TOTAL}}
Fixed-price items	{{FIXED_TOTAL}}
Expenses	{{EXPENSES_TOTAL}}
Risk contingency ({{CONTINGENCY_PERCENT}})	{{CONTINGENCY_AMOUNT}}
Subtotal	{{SUBTOTAL}}
Discount ({{DISCOUNT_PERCENT}})	{{DISCOUNT_AMOUNT}}

Tax ({{TAX_RATE}})

{{TAX_AMOUNT}}

Estimate total

{{ESTIMATE_TOTAL}}

Field	Value
Deposit ({{DEPOSIT_PERCENT}})	{{DEPOSIT_AMOUNT}}
Balance	{{BALANCE}}
Estimated start	{{START_DATE}}
Estimated completion	{{ESTIMATED_COMPLETION}}

What this estimate assumes

- The scope is as described above. Work outside it is quoted separately before it begins.
- Content, assets and access are supplied by **{{CLIENT_NAME}}**.
- The contingency covers reasonable variation within the described scope, not additional scope.
- **{{ASSUMPTION_4}}**

Validity

This estimate is valid until **{{VALID_UNTIL}}**. After that date the work would need to be re-estimated against current availability and rates.

An estimate is a prediction, not an invoice. Replace every **{{PLACEHOLDER}}** and delete any row that does not apply.