QUOTE

[Your Business Name]
[Street address]
[City, State ZIP]
[email@yourbusiness.com]
[(555) 555-0123]

PREPARED FOR

[Client Name]
[Street address]
[City, State ZIP]
[client@email.com]

Quote number: Q-0001
Date: 10/27/2026
Valid until: 11/26/2026

SERVICE	UNIT PRICE	QUANTITY	AMOUNT
Monthly bookkeeping Per month	$450.00	12	**$5,400.00**
Catch-up, 6 months One-time	$1,800.00	1	**$1,800.00**
Payroll, up to 10 employees Per month	$150.00	12	**$1,800.00**

NOTES/MEMO

Monthly fee covers up to 150 transactions and 3 accounts. Catch-up billed once. Tax filing not included.

Subtotal: $9,000.00
Total: **$9,000.00**