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
Project:	[Ops review]

SERVICE	UNIT PRICE	QUANTITY	AMOUNT
Phase 1: assessment Interviews, data review	$6,000.00	1	**$6,000.00**
Phase 2: recommendations Report and workshop	$4,500.00	1	**$4,500.00**
Phase 3: implementation support Hours, estimated	$175.00	20	**$3,500.00**

NOTES/MEMO

Travel expenses at cost, pre-approved. Payments: 50% at start, 50% on final report. Additional work at $175/hour.

Subtotal:	$14,000.00
Total:	**$14,000.00**