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:	[Project name]

SERVICE	UNIT PRICE	QUANTITY	AMOUNT
Discovery and planning Requirements workshop and written plan	$900.00	1	**$900.00**
Design Two rounds of revisions included	$2,400.00	1	**$2,400.00**
Build and setup Fixed price	$3,600.00	1	**$3,600.00**
Training Two-hour session, remote	$300.00	1	**$300.00**

NOTES/MEMO

Prices are fixed for the work described above until the valid-until date. 50% is invoiced on acceptance and 50% on delivery, payable within 14 days. To accept, sign below and return this quote, or reply by email.

Subtotal:	$7,200.00
Total:	**$7,200.00**