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
Translation, English to German Source words	$0.15	6800	**$1,020.00**
Proofreading Second linguist, words	$0.04	6800	**$272.00**
Desktop publishing Hours	$55.00	3	**$165.00**

NOTES/MEMO

Delivery [date] if approved by [date]. Word count from source files received. Formatting matches source.

Subtotal: $1,457.00
Total: **$1,457.00**