

PROJECT PROPOSAL ESTIMATE

FROM

Business name _____
Address _____
Phone / email _____

ESTIMATE DETAILS

Proposal / estimate no. _____
Date _____
Valid until _____
Prepared by _____

CLIENT

Client name _____ Contact _____

PROJECT

Project _____ Proposed start _____
Objective _____
Estimated duration _____

PHASES AND MILESTONES

Phase / milestone	Days	Day rate	Amount

Subtotal
Sales tax, if applicable (____%)
Estimated total
Proposed deposit (____%)

TIMELINE

ASSUMPTIONS

PROPOSED PAYMENT SCHEDULE

Accepted for the client (signature) _____ Print name and title _____ Date _____

This proposal and estimate are valid until the date shown above. Changes to scope are estimated separately before work starts.