YOUR LOGO

Northwind Business Services

123 Business Road · Your City, ST 00000 · (555) 010-2030 · hello@yourcompany.com

Estimate

ESTIMATED TOTAL
$3,157.00
QT-2026-0148 · valid to 12/12/2026

BILL TO

Henry Clark, Clark & Co.
Business support services
Issued 11/12/2026

SCOPE SUMMARY

Client PO: PO-7781
Services: Business support package
Period: October - December 2026
Payment terms: Net 30

Description	Qty	Unit	Unit price	Line total
Consulting - process review	10	hour	$85.00	**$850.00**
Monthly bookkeeping package	3	month	$250.00	**$750.00**
Payroll setup	1	job	$300.00	**$300.00**
Software licence (annual)	1	licence	$420.00	**$420.00**
Staff training workshop	1	session	$350.00	**$350.00**
Report & recommendations	1	report	$200.00	**$200.00**

Subtotal	$2,870.00
Tax (10%)	$287.00
ESTIMATED TOTAL	**$3,157.00**

ESTIMATE ASSUMPTIONS

Basis	Hours estimated from scope	**Variance**	Final may vary by ±10%
Valid for	30 days	**Changes**	Approved in writing

TERMS & CONDITIONS

- ✓ Prices exclude tax unless stated.
- ✓ Pay by bank transfer or card and quote the document number as reference.
- ✓ Late payments may incur interest of 1.5% per month.
- ✓ Questions about this document? Contact accounts@yourcompany.com within 7 days.

Signature _____ Printed name _____ Date _____