December 5, 2016

Dear :

You recently requested pricing information from our company. Here is our quote:

|  |  |  |
| --- | --- | --- |
| Service | Hourly rate | Estimated cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total | |  |
| Your % discount | |  |
| Tax | |  |
| Grand total | |  |
| Delivery date | |  |

Thank you for giving us the opportunity to bid for your business. As always, it’s a pleasure doing business with you. We look forward to completing this job to your satisfaction.

Sincerely,

P.S. If you would like to discuss items in this quote, or if you need any additional information, please call me personally at .