

(print on letterhead)

ESTIMATE

To: Mr. George Carleton
President
Carleton Electrical Contractors, Inc.
825 Third Avenue
Portland, OR 97202

Date: (date)

For: Writing services, 8-page sales brochure.
Includes: Up to two 2-hour interview meetings; outline
draft; rough draft; final draft; all reasonable expenses.

Cost: \$3,000. (30 hours @ \$100 per hour.)
This figure is an estimate, not a quote. It is based on
the information provided, and may be inappropriate
if additional information is forthcoming, or specifications
change. It is valid for 60 days.

Terms: One third (\$1,000) invoiced immediately; two thirds
(\$2,000) invoiced at delivery of final draft. All invoices are
Net 30. Interest charged after 30 days.

Our tax#: 03-378280

Thank you for the opportunity to submit this estimate. I look forward to working
with you.

Jonathan Swift
Principal