[INSERT ORGANIZATION EMBLEM OR LOGO]

[INSERT NAME OF COMPANY]

[INSERT COMPLETE ADDRESS OF COMPANY]

[INSERT PHONE NUMBERS] [INSERT FAX NUMBERS]

[INSERT EMAIL ADDRESS] [INSERT WEBPAGE]

[INSERT DATE]

[INSERT JOB TITLE]

[INSERT FULL NAME]

[INSERT COMPANY NAME]

[INSERT COMPLETE ADDRESS]

**Re: Labor Quotation**

Dear Mr. /Ms. [INSERT SURNAME]:

Thank you for choosing [INSERT COMPANY NAME] for your labor services needs and for the opportunity to quote the prices for our labor services. We are pleased to provide the following labor services for your home:

1. Exterior Painting
2. Interior Painting
3. Pressure Washing
4. Molding Installation
5. Wallpaper Removal
6. Wood Rot Replacement
7. Staining and Sealing
8. Cabinet Painting

We have pegged the total contract price at $ [INSERT TOTAL CONTRACT PRICE]. Please refer to the enclosed quotation document for a complete breakdown of prices for the above mentioned services. Payment terms and other conditions are also set out in the attached document.

We trust that you will consider our price quotations reasonable and satisfactory. We look forward to being your working partner for the improvement of your home. For concerns, you may call or email me at [INSERT CONTACT NUMBER], [INSERT EMAIL ADDRESS].

Sincerely yours,

[INSERT FULL NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

**LABOR QUOTATION**

**Prepared for :** [INSERT CUSTOMER FULL NAME]

**Contact Numbers :** [INSERT CONTACT NUMBERS]

**Email Address :** [INSERT EMAIL ADDRESS]

**Address :** [INSERT COMPLETE ADDRESS]

**Date :** [INSERT DATE]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Labor work** | **Description** | **Fixed Rate** | **Hourly Rate** | **Estimated No. of Hrs. to Complete** |
| 1. Exterior Painting | [INSERT LABOR DESCRIPTION] | [INSERT FIXED RATE] | [INSERT HOURLY RATE] | [INSERT EST.NO OF HOURS] |
| 2. Interior Painting |  |  |  |  |
| 3. Pressure Washing |  |  |  |  |
| 4. Molding Installation |  |  |  |  |
| 5. Wallpaper Removal |  |  |  |  |
| 6. Wood Rot Replacement |  |  |  |  |
| 7. Staining and Sealing |  |  |  |  |
| 8. Cabinet Painting |  |  |  |  |

**PAYMENT TERMS**

Thirty percent (30%) of the total contract price is required to be deposited prior to actual labor service. Remaining balance will be paid upon completion of the work.

**DISCOUNT**

Ten percent (10%) discount will be given if full amount of the contract price will be deposited prior to the commencement of work.

**VALIDITY**

This price quote is valid for 90 days from receipt thereof.

**ACCEPTANCE AND AUTHORIZATION**

By affixing your signature below, you hereby agree to the total contract price of the labor services set out in this quotation, including the terms and conditions set forth therein. Moreover, you also allow [INSERT COMPANY NAME] to proceed with the labor work described in the quotation upon the execution of the formal agreement and deposit of the stated price percentage.

Customer Signature

Customer Name

Date