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**Estimate Request Form**

Client \_\_\_\_\_  
Project Name \_\_\_\_\_  
Job Number \_\_\_\_\_

Date \_\_\_\_\_  
Request By \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Supplier Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**SPECIFICATIONS / DESCRIPTION**

Item Number	Specifications/Description	Delivery Date	Estimate Quote	Shipping/Tax/etc.	Total
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Delivery Date \_\_\_\_\_  
Notes \_\_\_\_\_  
Supplier Signature \_\_\_\_\_  
Print Supplier Name \_\_\_\_\_

Subtotal \_\_\_\_\_  
Shipping/Handling \_\_\_\_\_  
Tax \_\_\_\_\_  
Total Estimate \_\_\_\_\_  
Deposit Required \_\_\_\_\_  
Date \_\_\_\_\_

This is not a purchase order. The information contained in this form is to provide a basis for estimating the cost of the services requested. It is understood that while the estimated costs are approximate, final billing will be adjusted according to specific instructions provided in a purchase order or contract. Kindly fill in the information requested in the shaded area under Estimate, sign, date and return a copy of this form by \_\_\_\_\_

**Thank you.**