

**Email:** youremail@yourcompany.com

**Phone:** 1234-5678

**Address:** 21 Your Business Address, City

Fee Proposal

**Project:** «=project.name»

**Reference:** «=quote.quote\_number»

**Attention:** «=primary\_contact.name»

**Address:** «=address.summary»

**Date:** «=date»

Thank you for the opportunity to quote on this project. Based on the information that you’ve provided our team; our fee structure is:

|  |  |
| --- | --- |
| **«quote\_sections:each(section)»** |  |
| «section.quote\_lines:if» |  |
| «section.quote\_lines:each(line)» |  |
| «=line.name» | «=line.total.format» |
| «section.quote\_lines:endEach» |  |
|  |  |
| *Sub Total* | «=section.total\_excluding\_tax.format» |
| *Tax* | «=section.tax.format» |
| **Total** | **«=section.total.format»** |
|  |  |
| «section.quote\_lines:endIf» |  |
| **«quote\_sections:endEach»** |  |

Exclusions from this proposal are:

* Exclusion One
* Exclusion Two
* Exclusion Three

We anticipate a project start date of approximately X days from receipt of the required project documentation. This date will be affected by any revisions made to the project documentation.

This quote is valid for 60 days after issue. Please reply to this email to accept this quote or request any additional information.

Kind regards,

**The Drum Team**

*This document is just a template! When making it your own, be sure to consider things like:*

1. *Your terms and conditions*
2. *A section for your prospective clients to sign and date the proposal*
3. *Your bank account details*
4. *Anything else!*

*You can also upload different quote template documents to each of the quote templates that you create in Drum.*

***Be sure to refer to our documentation regarding quote documents here:***

<https://help.getdrum.com/en/articles/9535428-quote-templates-and-quote-document-templates-in-drum>