

Wednesday, August 19, 2020

Sue Smith  
Acme Company  
123 Main Street  
New York NY, 10003



Re: Quote for Acme Company  
Private Offices

Dear Sue Smith

**PROJECT DESCRIPTION**

YOUR COMPANY NAME HERE is pleased to respond to your request for a fee proposal for furniture and services for Acme Company located in New York, NY

**SCOPE OF WORK**

YOUR COMPANY NAME HERE will provide furniture and services as outlined below

<b>Office 01</b>		\$2,072.56
▪ (3)	Desks Bow Front 24" X 56"	
▪ (2)	Lateral Files 2 High 24" Wide	
<b>Office 02</b>		\$2,589.54
▪ (2)	Desks Bow Front 24" X 60"	
▪ (4)	Lateral Files 2 High 30" Wide	
<b>Office 03</b>		\$13,264.31
▪ (3)	Desks Bow Front 24" X 72"	
▪ (5)	Desks Square Front 30" X 72"	
▪ (12)	Lateral Files 2 High 36" Wide	
▪ (8)	Lateral Files 3 High 36" Wide	
<b>Office 04</b>		\$3,144.50
▪ (2)	Desks Bow Front 30" X 56"	
▪ (6)	Lateral Files 3 High 24" Wide	
<b>Office 05</b>		\$3,341.37
▪ (3)	Desks Bow Front 30" X 60"	
▪ (4)	Lateral Files 3 High 30" Wide	
<b>Office 06</b>		\$5,430.28
▪ (2)	Desks Bow Front 30" X 72"	
▪ (10)	Lateral Files 3 High 36" Wide	

<b>Office 07</b>		\$3,663.86
▪ (5)	Desks Square Front 24" X 56"	
▪ (3)	Lateral Files 2 High 24" Wide	
<b>Office 08</b>		\$3,250.60
▪ (2)	Desks Square Front 24" X 60"	
▪ (6)	Lateral Files 2 High 30" Wide	
<b>Office 09</b>		\$3,343.16
▪ (3)	Desks Square Front 24" X 72"	
▪ (4)	Lateral Files 2 High 36" Wide	
<b>Office 10</b>		\$8,472.95
▪ (4)	Life Chair, Armless, Grey Base & Levers, No Lumbar, Grey Hard Caster, high cylinder	
▪ (5)	Desks Square Front 30" X 56"	
▪ (8)	Lateral Files 3 High 24" Wide	
<b>Office 11</b>		\$5,117.96
▪ (5)	Desks Square Front 30" X 60"	
▪ (6)	Lateral Files 3 High 30" Wide	
<b>Open Seating</b>		\$6,345.59
▪ (2)	Monolithic Panel 24" x 60"	
▪ (6)	Monolithic Panel 36" x 60"	
▪ (6)	Monolithic Panel 48" x 60"	
▪ (3)	Monolithic Panel 60" x 60"	
▪ (7)	Upper Storage Shelf 24"	
▪ (10)	Upper Storage Shelf 36"	
▪ (11)	Upper Storage Shelf 48"	
▪ (3)	Worksurface 24" x 30"	
▪ (5)	Worksurface 48" x 30"	
▪ (6)	Worksurface 60" x 30"	
<b>Storage</b>		\$978.34
▪ (11)	Upper Storage Shelf 60"	
<b>WK-1 Open Seating</b>		\$373.32
▪ (4)	Worksurface 36" x 30"	

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Furniture Total: \$61,388.34

Delivery & Installation	\$ 2000.00
Freight	\$ 200.00
Service Fees	\$ 4297.18

**Total for Furniture and Services: \$67,885.52**

**\*Totals to be Confirmed Once Finals Selections Are Approved**

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<b>50% Deposite for Order Entry</b>	<b>\$33,942.76</b>
<b>50% Upon Completion of the Project</b>	<b>\$33,942.76</b>

**\*All Amounts Subject to change based on Fabric and Finish Selections**

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