

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
<b>Office 02</b>	\$2,589.54
<b>Office 03</b>	\$13,264.31
<b>Office 04</b>	\$3,144.50
<b>Office 05</b>	\$3,341.37
<b>Office 06</b>	\$5,430.28
<b>Office 07</b>	\$3,663.86
<b>Office 08</b>	\$3,250.60
<b>Office 09</b>	\$3,343.16
<b>Office 10</b>	\$8,472.95
<b>Office 11</b>	\$5,117.96
<b>Open Seating</b>	\$6,345.59
<b>Storage</b>	\$978.34
<b>WK-1 Open Seating</b>	\$373.32

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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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if this proposal is acceptable, please indicate by signing below and returning to me. This fee proposal is valid for 60 days from the date of this letter. We appreciate the opportunity to work with you and anticipate a successful project. If there is any further information we can provide, please contact me.

Agreed:

\_\_\_\_\_  
Acme Company

\_\_\_\_\_  
Date: