

Company Address:
1234 Street Dr.
Burlington, ON L4X2K9
905-555-5555
E: example@company.ca

Quotation / Estimate #XXXXXXX
Date: XXXXXX

QUOTATION EXAMPLE

INVOICE For:

<Insert Customer Contact Details>

Jane Doe
3333 Main Road
Burlington, ON L6H2N0
T: 905-555-1234
E: example@customer.ca

Location

3333 Main Road
Burlington, ON L6H2N0

- Perform a crown reduction on 98cm diameter Silver

Maple in back yard,

Clean up all brush and wood and take it from the site

No.	ITEM DESCRIPTION	QUANTITY	AMOUNT
1	<ul style="list-style-type: none">▪ Perform a crown reduction on 98cm diameter Silver Maple in back yard▪ Clean up all brush and wood and take it from the site	1	\$ 950.00
		SUBTOTAL	\$950.00
		SALES TAX	\$123.50
		TOTAL	\$1,073.50

<Insert additional notes>

Date YYYY-MM-DD

Signature

Company Address:
1234 Street Dr.
Burlington, ON L4X2K9
905-555-5555
E: example@company.ca

INVOICE #XXXXXXX
Date: YYYY-MM-DD
Due: YYYY-MM-DD

INVOICE EXAMPLE

INVOICE For:

<Insert Customer Contact Details>

Jane Doe
3333 Main Road
Burlington, ON L6H2N0
T: 905-555-1234
E: example@customer.ca

Location

3333 Main Road
Burlington, ON L6H2N0

PAID

**Note: Attach
Sales Receipt
with Invoice**

No.	ITEM DESCRIPTION	QUANTITY	AMOUNT
1	<ul style="list-style-type: none">Perform a crown reduction on 98cm diameter Silver Maple in back yardClean up all brush and wood and take it from the site	1	\$ 950.00
		SUBTOTAL	\$950.00
		SALES TAX	\$123.50
		TOTAL	\$1,073.50

<Insert additional notes>

Date YYYY-MM-DD

Signature

A breakdown of the rebate for this example is below:

- Initial quote fee:** The quote for the pre-tax cost for the tree maintenance is \$950.
- Rebate:** If approved, the rebate covers 50% of the pre-tax cost. So, 50% of \$950 equals \$475.
- Final Steps:** Once the work is completed, the customer will need to provide:
 - Photographs of the work;
 - The final invoice for the work; and
 - Proof of payment.
- Rebate Payment:** After the information is submitted to the City, the customer will receive a payment of \$475.