

4. In-house Estimate Worksheet

[client ltd]

Date

[project title]

Date required

[estimate prepared by]

Quote #

[comments]

Task	Hours	Rate	Total (hours × rate) \$
Orientation			
Research			
Concept development/wireframes			
Design/mockup			
Illustration			
Charts/diagrams/tables			
Copywriting			
Translation			
Editing			
Proofreading			
Layout			
Revise 1			
Revise 2			
Typesetting			
Art direction			
Electronic assembly			
File preparation			
Development			
Testing			
Account service			
Project management			
Administration			
Other			

Sub-total \$

Date

Date required

Quote #

Outside purchases	Vendor cost (\$)	Markup (%)	Selling price (vendor cost + markup)
Photography/illustration			
Talent			
Film/photoshoot			
Voiceover			
Printing/production			
Third-party software licensing			
Online service subscriptions			
Other			
Sub-total			\$

Miscellaneous costs	Cost (\$)	Markup (%)	Selling price (cost + markup)
Deliveries/couriers			
Travel			
Telephone			
Copies			
Sub-total			\$
Total			\$
[tax]			\$
Grand total			\$