

CHECKLIST:

THE PERFECT CLIENT ESTIMATE

Finding yourself under increased pressure from clients to provide more predictability and transparency in your billing? We've put together a handy checklist for you which covers all of the elements you should have in place in order to produce a thorough and informative bill estimate for your clients.



- The firm's ABN (or business registration number) and contact details.
- A comprehensive breakdown of tasks that will be carried out, product components and the cost for each element.
- A proposed service or delivery schedule.
- Any assumptions on which the estimate is based.
- Any possible or anticipated elements that could affect the final bill.
- Payment options, terms and conditions, and a schedule for payments if instalments are allowed.
- A total estimated cost.
- An estimate expiry date.