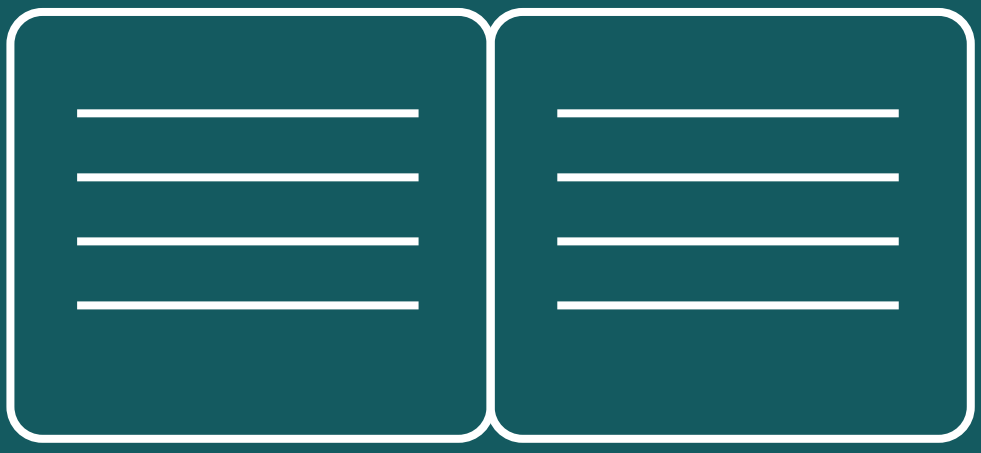
BOOKCHOWK / PRACTICAL MINI BOOKS

Quote With Clear Scope

A practical quoting workbook for small service businesses



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Published by Sanjay Matta | English | Digital PDF

10 focused pages + editable companion | 22 October 2026

One useful result

A practical quoting workbook for small service businesses. Work through one lesson at a time, then use the three printable worksheets on a real, low-stakes situation.

Your route through this mini book

1. Name the deliverable

2. Draw the edge of the job

3. Build a price you can explain

4. Agree the start and the finish

Read the lesson, compare the worked example and complete the action. Pages 7-9 are writing sheets; page 10 helps you review the result. The editable Markdown companion contains the same prompts for reuse in a notes app.

For personal learning and household use. Adapt the examples to your circumstances.

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Name the deliverable

A customer should be able to recognise what they are buying. Write the output, quantity, format and delivery method before putting a number beside it. Separate your assumptions from customer promises. A request such as “make my website” hides decisions about pages, copy, images and revisions. A useful quote makes those decisions visible.

Worked example

Vague: Business website, Rs 8,000. Clear: Five-page informational website using customer-supplied text and images, one enquiry form and two revision rounds. Hosting is priced separately.

Try it now

Write one sentence naming your service, the finished output and its quantity. Circle any word that two people might interpret differently.

NOTICE → CHOOSE → TRY → REVIEW