

# DIFFERENCE BETWEEN A QUOTE AND AN INVOICE

Sometimes people get a quote confused with an invoice, but the truth is, these are two very different things when you're talking money and business. So, let's take a look at each one to get to know them a little better, and learn how they are used properly. If you haven't done so already, you should read our [invoice definition](#) before reading this article.

## QUOTE

A quote is a **formal estimate** that shows the products or services needed, and the dollar amount for those products or services. A quote can be verbal or written, it may or may not be the exact same as the end product, in terms of products, services, and the dollar amount owed. A quote lets you know how much you will owe for the projected work or service, and it insures you will only owe that amount, and not some a number that is completely random.

On the vendor side of things, a quote doesn't change the inventory, as the work hasn't been completed yet. Once an invoice for the product is sent, then the inventory numbers can change accordingly.

**A quote is often valid for 30 days** from the time it was issued, and a quote can be readjusted based on the client's needs. For example, you may get quotes from several different advertising agencies as you are looking to have your website redesigned. Then, you find out you actually need a website redesign, as well as a complete content overhaul, so you ask for new quotes from the agencies based on the new amount of work you need.

## INVOICE

On the other hand, an invoice is a detailed list of products that have already been sold or services that have already been completed. Aside from the list, the invoice also includes dates as to when the products were sold or the services were completed, along with the dollar amount owed for each line item, and the total amount that is owed from the customer.

When you're looking for work to be completed or products to purchase, a quote would come first, then the job would be completed, and an invoice would follow. After the amount on the invoice is paid, a receipt would complete the business transaction.

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*This is acceptable!*

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BETA

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April 6, 2022

To: Nahum Valiente

Thank you for your interest in an event with Beta Climbing + Fitness. We are excited to offer your student body and special access day with a staff member to help coordinate.

Offer:

- Who: 100 students. These will be verified by UCONN Representative
- What: Access to the facility with gear included
- Where: Beta Climbing + Fitness located at 45 Harbor Drive, Stamford CT
- When: April 21st from 12:00 noon to 10:00 PM
- Cost: \$26.00+tax (approximately \$2,600 + tax)

Payment can be made after the total students have been totaled. Payments can be processed over the phone.

Thanks,

Mikey Stewart  
CEO  
Beta Climbing + Fitness

### Why?

This contains all of the pertinent information on letterhead directly from the company. It is dated, and signed by a manager. It is clear/concise so that anyone looking at this page will know what we were discussing.

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*This is NOT acceptable!*

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We bring everything you need to create a masterpiece: Staff, art equipment, aprons and music to set a fun atmosphere for the kids. We just need access to the space for an hour prior to the event to set up and the same in order to clean up. I've attached some pictures of 'mobile' painting events. Everyone goes home with their own masterpiece.

Naturally, you can arrange drinks and snacks yourself, so this would be a very easy event for you to plan.

We just need tables and chairs for your number of painters, a venue and running water. We would butcher paper tables to ensure paint spills are minimized and have a spill response team to deal with any issues. We have never had a problem in this regard.

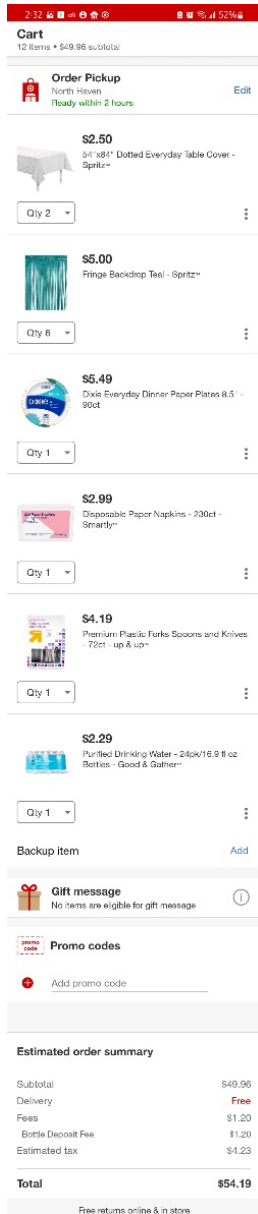
Our pricing for mobile events is typically progressive, meaning it's less expensive per person the more painters you have. **FOR 120 PAINTERS, WE COULD DO \$30 PER PAINTER, MINIMUM 20. THE FINAL HEADCOUNT WOULD BE DUE 48 HOURS PRIOR TO THE EVENT. FOR COMPARISON:** The current normal pricing is a flat fee of \$575 for the first 10 painters, \$47.50 per for the next 10 painters, \$37.50 per for the next 10 and \$32 per for all above that.

### Why?

From this snippet we are unable to see what the full details of what is being discussed. We do not know when the communication occurred, we do not know who was sending this message.

**Pro tip: Save a PDF from a tablet/computer. Don't screenshot from your phone!**

**Complete, Clear and Legible are important! Would you know what to order from the information submitted?**



*This is acceptable!*

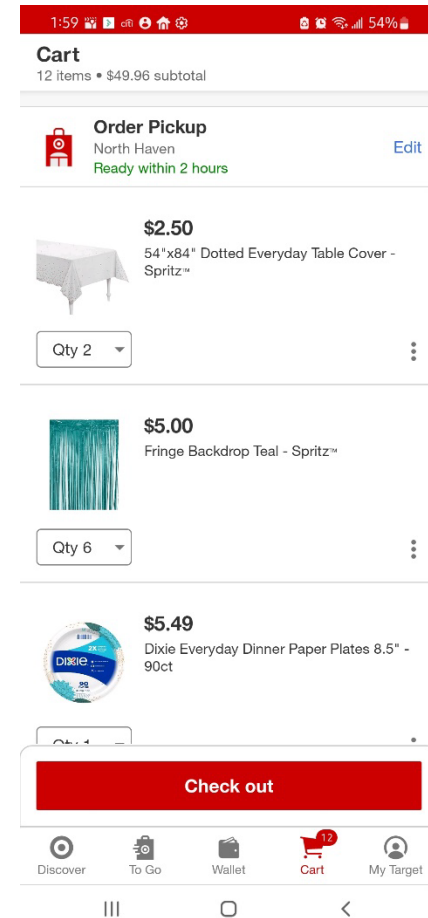
**Why?**

We are able to see the vendor, a list all of the items requested, the individual price for the items, and the total price for the entire order. Information directly from the company website. It is clear/concise so that anyone looking at this page will know what was requested.

\*an improvement for this, would be to insure the clarity of the image. Be sure its not too blurry to read – my eyes are bad enough!

Pro tip: Save a PDF from a tablet/computer. Don't screenshot from your phone!

*This is NOT acceptable!*



**Why?**

From this snippet we are unable to determine what was to be ordered.