

Quote

FROM [Your business name]	QUOTE NUMBER [Q-0001]
ADDRESS [Your business address]	QUOTE DATE [DD/MM/YYYY]
PHONE AND EMAIL [Your phone] / [Your email]	VALID UNTIL [DD/MM/YYYY]

CUSTOMER

CUSTOMER NAME [Customer name]	PHONE AND EMAIL [Customer phone] / [Customer email]
BILLING ADDRESS [Customer address]	WORK ADDRESS [Address where the work is done, if different]

THE WORK

DESCRIPTION OF THE WORK INCLUDED IN THIS PRICE

ITEM	QTY	UNIT PRICE	AMOUNT
[Labour: describe]	[1]	[0.00]	[0.00]
[Materials: describe]	[1]	[0.00]	[0.00]
Subtotal			[0.00]
VAT (only if you are VAT registered)			[0.00]
Total			[0.00]

OPTIONAL EXTRAS (NOT INCLUDED IN THE TOTAL ABOVE)

EXTRA	PRICE
[Optional extra: describe]	[0.00]

TERMS

PRICE BASIS ☐ Fixed price (does not change unless the work changes) ☐ Estimate (a best guess, the final cost may differ)	START DATE AND DURATION [Start date] / [Approx. days]
NOT INCLUDED [Anything you are not covering, e.g. making good, skip hire]	CANCELLATION RIGHTS [Add if the work is agreed at the customer's home]
PAYMENT TERMS [e.g. deposit on acceptance, balance on completion]	

ACCEPTANCE

By signing, the customer accepts this quote and the terms above.

CUSTOMER SIGNATURE	PRINTED NAME	DATE
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