

QUOTE

[Your trading name]
[Address line 1]
[Town, postcode]
[Phone]
[Email]
[VAT number] (if registered)

QUOTE FOR

[Client name]

[Address line 1]

[Town, postcode]

[Site address, if different]

QUOTE NUMBER

QUOTE DATE

VALID UNTIL

PROPOSED START

DESCRIPTION OF WORK	QTY	UNIT PRICE	AMOUNT

--

--

--

Subtotal (net)

VAT @ 20% (if registered)

Total quoted

INCLUDED IN THIS PRICE

[Labour, materials and anything else the number covers]

NOT INCLUDED

[Making good, waste removal, scaffolding, parking, anything found once work starts]

Deposit: [£0] payable before work starts. Balance due on completion.

Payment terms: due within [14] days of the invoice date. This quote is a fixed price, not an estimate, and stands until the date above.

ACCEPTANCE

By signing you accept the price, the scope and the terms above.

SIGNED

PRINT NAME

DATE