|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Business Logo Here | |  |  |  |
| **Your Trading Name Here** |  | **ORDER FORM** |
| Your Street Address Here |  | Order Number: |
| Your City Here |  |  |
| Your Postcode Here |  | Order Date: |
| Proprietor /Partners: |  | Your Phone # Here |  |  |
| Your Fax # Here |  | VAT Number: |
| Your Email address Here |  |  |

|  |  |
| --- | --- |
| **Customer Address:** | |
| Name: |  |
| Address: |  |
|  |  |
|  |  |
| Postcode: |  |

|  |  |
| --- | --- |
| ONLY SIGN BELOW IF YOU ARE HAPPY TO ENTER A LEGALLY BINDING CONTRACT. PLEASE ENSURE YOU HAVE READ ALL THE TERMS & CONDITIONS OF THIS CONTRACT BEFORE SIGNING. | |
| **Customer Signature:** | |
| Print Name: |  |
| Signature: |  |
| Date: |  |
| **Business Signature:** | |
| Print Name: |  |
| Position in the business: |  |
| Signature: |  |
| Date: |  |

|  |  |
| --- | --- |
| **Work Commence Date:** |  |
| **Work Completion Date:** |  |
| **Deposit amount:** |  |
| **Deposit to be paid by:** |  |

Job details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qty** | **Work Description** | **VAT Rate** | **Unit Price** | **Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Subtotal: |  |
|  |  |  | VAT @ 20%: |  |
|  |  |  | **Grand Total:** |  |

|  |
| --- |
| **Additional terms:** |
| Payment required within 30 days of invoice payable via [INSERT PAYMENT METHODS AND ANY APPLICABLE FEES].  Your right to cancel this contract (If applicable) and details of our complaints policy are overleaf.  All work is guaranteed for any defects in workmanship for a period of [INSERT NUMBER OF MONTHS/YEARS]. This does not affect any of your other legal rights in relation to this contract.  FULL BUSINESS TERMS ARE OVERLEAF, PLEASE READ THESE AS YOU WILL BE LEGALLY BOUND BY THEM WHEN YOU SIGN THIS CONTRACT. |