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

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

|  |  |
| --- | --- |
| **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].  This quotation is valid from the date shown at the top for a period of 30 days, after which time a new quotation may have to be carried out.  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 IF WE ENTER INTO A CONTRACT. THIS DOCUMENT DOES NOT CREATE A CONTRACT BETWEEN US. |