

QUOTE

FROM

Name _____

Address _____

Town _____

Postcode _____

Email _____

Phone _____

VAT no. _____

QUOTE FOR

Name _____

Address _____

Town _____

Postcode _____

QUOTE DETAILS

Quote number _____

Quote date _____

Valid until _____

Your reference _____

Start date _____

Estimated duration _____

THE JOB

Labour	Qty / hours	Rate / price	Amount
Labour total			

Materials	Qty / hours	Rate / price	Amount
Materials total			

TERMS

This is a fixed price for the work described above. It is valid until the date shown. Any extra work will be quoted separately before it starts. A deposit is due when you accept this quote, and the balance when the work is finished.

Subtotal _____

VAT at _____ %

Total	_____
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Deposit on acceptance _____

Balance on completion _____

ACCEPTANCE To accept this quote, please sign below and return a copy to us.

Signed _____ Name _____ Date _____