

# 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 \_\_\_\_\_

DESCRIPTION OF WORK

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| Description | Qty | Unit price | VAT rate | Amount (ex VAT) |
|-------------|-----|------------|----------|-----------------|
|             |     |            |          |                 |
|             |     |            |          |                 |
|             |     |            |          |                 |
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|             |     |            |          |                 |
|             |     |            |          |                 |
|             |     |            |          |                 |
|             |     |            |          |                 |

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.

Subtotal \_\_\_\_\_

VAT at \_\_\_\_\_ % \_\_\_\_\_

Total

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

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_