

QUOTATION

[Your company name]

[Address] · [Phone] · [Email]

VAT reg no: [if registered] · Company no: [if limited]

Quote number	Q-0001
Date	DD/MM/YYYY
Valid until	DD/MM/YYYY (30 days)
Customer & site address	[Name, address, postcode]

Scope of works

- [Describe each part of the work clearly]
- [Include preparation, protection and making good]
- [Waste removal and clean-up]

Exclusions

- [e.g. decoration, unforeseen structural issues, items not listed above]

Price

Item	Qty	Unit price (£)	Total (£)
Labour			
Materials			
Plant / skip hire			
Subcontractors			
		Subtotal (ex VAT)	
		VAT @ 20%	
		TOTAL (inc VAT)	

Payment terms

- Deposit: [e.g. 25%] on acceptance to book your start date
- Stage payment: [if applicable]
- Balance: on completion, within [7] days of invoice
- Bank: [Account name] · Sort code [00-00-00] · Account [000000000]

Timescale

Estimated start: [date]. Estimated duration: [x] working days, weather permitting.

Terms

This quotation is a fixed price for the scope above. Any extra work will be agreed in writing before it starts. Materials remain our property until paid for in full. We hold public liability insurance of £[x]m.

Acceptance

I accept this quotation and its terms.

Name: _____ Signature: _____ Date: __/__/____

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