QUOTATION

QUOTE NUMBER _____ DATE _____ VALID UNTIL _____

FROM (YOUR BUSINESS, ADDRESS, PHONE, EMAIL)

QUOTE FOR (CUSTOMER NAME, ADDRESS, PHONE, EMAIL)

SITE ADDRESS, IF DIFFERENT

THE WORK

Description	Qty	Unit price	Amount

Subtotal

VAT at ____%

Total

Deposit

OPTIONAL EXTRAS (NOT INCLUDED IN THE TOTAL)

Add?	Description	Price
☐		
☐		
☐		

EXCLUSIONS (NOT INCLUDED)

DEPOSIT AND PAYMENT TERMS

This quotation is valid for _____ days from the date above and is subject to our terms and conditions, attached.

ACCEPTANCE: I ACCEPT THIS QUOTATION, THE EXTRAS TICKED ABOVE AND THE TERMS AND CONDITIONS

NAME _____ POSITION _____

COMPANY _____ PO NUMBER _____

SIGNATURE _____ DATE _____

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