QUOTE

Quote no.: [number] · Date: [date] · Valid until: [date + 30 days]

FROM

[Your company name]
[Address]
[Postcode and city]
Company reg. no.: [number] · VAT no.: [VAT number]
Phone: [phone] · Email: [email]

TO

[Customer name]
[Address]
[Postcode and city]

Site address (if different): [address]

JOB DESCRIPTION

[Briefly describe what will be done, where, and what is included - e.g. "Replacing the kitchen mixer tap, including removal and disposal of the old one."]

MATERIALS

Description	Item no.	Qty	Unit price	Amount

LABOUR

Description	Hours	Hourly rate	Amount

Don't forget: travel (both ways), waste disposal, consumables/fixings, wastage (typically 5-10 %), setup and clean-up.

Subtotal excl. VAT	[amount]
VAT [rate] %	[amount]
TOTAL incl. VAT	**[amount]**

TERMS

Payment: [e.g. 14 days net from invoice date]. This quote is valid until the date stated above. Pricing: [fixed price / time and materials]. Unforeseen conditions (e.g. hidden installations or rot) are charged as agreed. All amounts in [currency]. [Add your own terms here.]

ACCEPTANCE

Date: _____ Signature: _____

Free template from calcoapp.com · Calco builds the quote automatically with your own prices and item numbers.