

[YOUR BUSINESS NAME]

ESTIMATE

From:

[Your name]

[Address line 1]

[Town, Postcode]

[Phone] [Email]

VAT no. [if registered]

To (customer):

[Customer name]

[Address line 1]

[Town, Postcode]

[Phone] [Email]

Quote no: [001]**Date:** [dd/mm/yyyy]

Description	Qty	Unit price	Line total
[Description of work or materials]	1	£0.00	£0.00
[Description of work or materials]	1	£0.00	£0.00
[Description of work or materials]	1	£0.00	£0.00
[Description of work or materials]	1	£0.00	£0.00
[Description of work or materials]	1	£0.00	£0.00
[Description of work or materials]	1	£0.00	£0.00
[Description of work or materials]	1	£0.00	£0.00
[Description of work or materials]	1	£0.00	£0.00

Subtotal £0.00**VAT rate** 20%**VAT** £0.00**TOTAL** **£0.00**

Note: This is an estimate, not a fixed quote. The final price may vary; we'll agree any changes v carrying them out.

Terms: [e.g. payment within 14 days. Deposit / staged payments as agreed.]

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with you before