

[YOUR BUSINESS NAME]

QUOTE

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]
Valid until: [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**

This quote is fixed for the work described above. Any extra work (variations) will be agreed with before we do it.

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



you in writing