QUOTATION

For builders and general building work

Click any shaded field and type. Fields marked EXAMPLE show how to write a line (illustrative, not a price guide): overwrite them. Change the title to ESTIMATE if the price is not fixed. Totals are typed in: use the Excel version for automatic totals.

FROM

[Your business name]
[Business address, town, postcode]
[Phone number]
[Email address]
[Website]
[VAT number, only if VAT-registered]

QUOTE DETAILS

Reference	[e.g. Q-2026-001]
Date	[DD/MM/YYYY]
Valid for (days)	[30]
VAT charged?	[Yes at 20% / No]
VAT number	[only if VAT-registered]

FOR (CUSTOMER)

[Customer name]
[Customer address, postcode]
[Customer phone / email]

JOB SITE ADDRESS

[Job site address, if different from the customer address]

JOB DESCRIPTION

EXAMPLE: Build a single-storey utility room extension to the rear of the property to the drawings agreed with the customer: foundations, walls, roof, plastering, first-fix and second-fix. Use this space to describe the finished result.

Description	Qty	Unit	Unit price	Line total
LABOUR				
EXAMPLE: Site set-up, setting out and groundworks	4	days	£260.00	£1,040.00
EXAMPLE: Brickwork and blockwork to damp-proof course and above	8	days	£260.00	£2,080.00
EXAMPLE: Carpentry: roof structure and first fix	5	days	£260.00	£1,300.00
EXAMPLE: Plastering and making good	3	days	£240.00	£720.00
MATERIALS				
EXAMPLE: Concrete, bricks, blocks and mortar	1	item	£2,400.00	£2,400.00
EXAMPLE: Timber, roof covering and insulation	1	item	£1,850.00	£1,850.00
EXAMPLE: Windows and door (customer-approved specification)	1	item	£1,300.00	£1,300.00
OTHER COSTS (waste, hire, travel)				
EXAMPLE: Skip hire and waste removal	2	skips	£295.00	£590.00
EXAMPLE: Building Control / planning fees (only if you are including them)	1	item	£0.00	£0.00

Subtotal (before VAT)	£11,280.00
VAT at 20%: VAT-registered businesses only (leave blank if not)	£2,256.00
TOTAL (including VAT if charged)	£13,536.00

Example totals shown (£11,280.00 before VAT). Overwrite with your own.

WHAT IS NOT INCLUDED (EXCLUSIONS)

EXAMPLE: Electrical and plumbing first-fix unless listed above; decoration; floor finishes; unforeseen ground conditions; changes after this quotation is accepted, which are agreed in writing and priced separately.

PAYMENT TERMS

EXAMPLE: Stage payments: [__]% deposit, [__]% at roof stage, [__]% on completion. Replace this with the schedule you agree with the customer.

NOTES, START DATE AND ACCESS

EXAMPLE: Programme: about [__] weeks from the start date, weather and deliveries permitting.

This quotation is valid for [30] days from the date above. After that the price may change.

CUSTOMER ACCEPTANCE By signing, the customer accepts the price, the work described, the exclusions and the payment terms.

Name _____ Signature _____ Date _____

Free quote template by PrimeStart (primestart.co.uk). Use it, edit it, share it. No sign-up needed. This template is a starting point, not legal or tax advice. Check wording that matters for your business, including VAT, with your accountant or a trade body.