QUOTATION

For gardeners and landscapers

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: One-off garden tidy and patio: cut back overgrown borders, trim hedges, cut and edge the lawn, lay a new sandstone patio of the size agreed on site, and remove all green waste.

Description	Qty	Unit	Unit price	Line total
LABOUR				
EXAMPLE: Cut back borders and trim hedges	6	hours	£28.00	£168.00
EXAMPLE: Cut, edge and feed lawn	2	hours	£28.00	£56.00
EXAMPLE: Excavate, lay sub-base and lay patio	2	days	£220.00	£440.00
MATERIALS				
EXAMPLE: Sandstone paving (area as agreed)	15	m2	£38.00	£570.00
EXAMPLE: Sub-base, sharp sand and cement	1	item	£140.00	£140.00
EXAMPLE: Lawn feed and top soil	1	item	£45.00	£45.00
OTHER COSTS (waste, hire, travel)				
EXAMPLE: Green waste and spoil taken away	1	load	£120.00	£120.00

Subtotal (before VAT)	£1,539.00
VAT at 20%: VAT-registered businesses only (leave blank if not)	£307.80
TOTAL (including VAT if charged)	£1,846.80

Example totals shown (£1,539.00 before VAT). Overwrite with your own.

WHAT IS NOT INCLUDED (EXCLUSIONS)

EXAMPLE: Tree removal or work above head height; drainage or changes to the garden's levels beyond what is listed; replacing plants that fail through weather; regular maintenance visits (quoted separately).

PAYMENT TERMS

EXAMPLE: Payment on completion by bank transfer, within [7] days of invoice. Regular visits can be invoiced monthly. Replace this with your own terms.

NOTES, START DATE AND ACCESS

EXAMPLE: Work depends on weather. Customer to confirm where the patio goes before we begin.

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.