QUOTATION

For painters and decorators

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: Redecorate the living room and hallway: prepare and fill walls and ceilings, two coats of emulsion on walls, one coat of white on ceilings, satin on skirting and doors. Colours as agreed with the customer.

Description	Qty	Unit	Unit price	Line total
LABOUR				
EXAMPLE: Preparation: fill, sand and spot-prime walls and ceilings	1.5	days	£190.00	£285.00
EXAMPLE: Paint ceilings, one coat (living room and hallway)	1	days	£190.00	£190.00
EXAMPLE: Paint walls, two coats (living room and hallway)	2	days	£190.00	£380.00
EXAMPLE: Skirting boards, architraves and two doors, satin finish	1	days	£190.00	£190.00
MATERIALS				
EXAMPLE: Matt emulsion for walls (litres, colour as agreed)	10	litres	£12.00	£120.00
EXAMPLE: Ceiling paint (litres)	5	litres	£7.00	£35.00
EXAMPLE: Satin / trim paint (litres)	2.5	litres	£22.00	£55.00
EXAMPLE: Filler, sandpaper, masking tape, dust sheets	1	item	£40.00	£40.00
OTHER COSTS (waste, hire, travel)				
EXAMPLE: Waste and old paint tins taken away	1	item	£15.00	£15.00

Subtotal (before VAT)	£1,310.00
VAT at 20%: VAT-registered businesses only (leave blank if not)	£262.00
TOTAL (including VAT if charged)	£1,572.00

Example totals shown (£1,310.00 before VAT). Overwrite with your own.

WHAT IS NOT INCLUDED (EXCLUSIONS)

EXAMPLE: Wallpaper stripping and wall repairs beyond light filling; moving heavy furniture; treating damp or mould; work to any room not listed; extra coats if a colour change needs them.

PAYMENT TERMS

EXAMPLE: A deposit of [__]% before the start date, balance on completion. Replace this with your own terms.

NOTES, START DATE AND ACCESS

EXAMPLE: Customer to clear small items from rooms before the start day. Paint colours confirmed in writing before work begins.

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 _____

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