QUOTATION

For plumbers, heating engineers and electricians

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: Supply and fit a new kitchen mixer tap and two isolation valves, and fit three additional double sockets in the kitchen, with all making good. State the work you are doing, not just the item.

Description	Qty	Unit	Unit price	Line total
LABOUR				
EXAMPLE: Call-out and assessment on site	1	visit	£45.00	£45.00
EXAMPLE: Plumbing labour: remove old tap, fit new tap and valves	2	hours	£55.00	£110.00
EXAMPLE: Electrical labour: install three double sockets	4	hours	£55.00	£220.00
MATERIALS				
EXAMPLE: Kitchen mixer tap (model as agreed with customer)	1	item	£85.00	£85.00
EXAMPLE: Isolation valves and flexible connectors	1	set	£22.00	£22.00
EXAMPLE: Double sockets, back boxes and cable	3	sockets	£18.00	£54.00
OTHER COSTS (waste, hire, travel)				
EXAMPLE: Testing and any certificate the work requires, as per your own scheme	1	item	£0.00	£0.00

Subtotal (before VAT)	£536.00
VAT at 20%: VAT-registered businesses only (leave blank if not)	£107.20
TOTAL (including VAT if charged)	£643.20

Example totals shown (£536.00 before VAT). Overwrite with your own.

WHAT IS NOT INCLUDED (EXCLUSIONS)

EXAMPLE: Repairs to existing pipework or wiring that turn out to be faulty; plastering or decoration after chasing; work not listed above; parts the customer supplies themselves.

PAYMENT TERMS

EXAMPLE: Payment on completion by bank transfer or card, within [7] days of invoice. Replace this with your own terms.

NOTES, START DATE AND ACCESS

EXAMPLE: Water or power will be off for about [__] hours. Safe access to the consumer unit and stop tap is needed.

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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