QUOTATION

For any trade: core template

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: Describe the job in a few clear sentences: what you will do, where, and the result the customer can expect. Say what is part of the price and what is not.

Description	Qty	Unit	Unit price	Line total
LABOUR				
EXAMPLE: Site preparation and protection of floors and furniture	3	hours	£38.00	£114.00
EXAMPLE: Main work as described above	2	days	£240.00	£480.00
EXAMPLE: Clearing up and leaving the site tidy	2	hours	£38.00	£76.00
MATERIALS				
EXAMPLE: Materials, supplied and fitted (itemise the main ones)	1	item	£180.00	£180.00
EXAMPLE: Fixings, consumables and small items	1	item	£25.00	£25.00
OTHER COSTS (waste, hire, travel)				
EXAMPLE: Waste removal and disposal	1	item	£60.00	£60.00
EXAMPLE: Travel / call-out (only if you charge for it)	1	item	£20.00	£20.00

Subtotal (before VAT)	£955.00
VAT at 20%: VAT-registered businesses only (leave blank if not)	£191.00
TOTAL (including VAT if charged)	£1,146.00

Example totals shown (£955.00 before VAT). Overwrite with your own.

WHAT IS NOT INCLUDED (EXCLUSIONS)

EXAMPLE: Hidden defects found once work starts; work not listed above; moving large furniture; making good decoration after the work; any permits, fees or certificates not listed.

PAYMENT TERMS

EXAMPLE: A deposit of [__]% to book the work, and the balance on completion. Pay by bank transfer within [7] days of the invoice. Replace this with your own terms.

NOTES, START DATE AND ACCESS

EXAMPLE: Access to the property needed from [start date]. Start date and duration are estimates until the customer accepts.

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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