Business name _____

Address _____

Phone and email _____

Registration and VAT no. _____

QUOTE

Quote no. _____

Date _____

Valid until _____

To _____

Site _____

Job _____

Item	Location	Qty	Unit price	Total

Subtotal	£
VAT (20%)	£
Total	**£**

Not VAT registered? Cross out the VAT line and write "Not subject to VAT".

Not included _____

Certification _____

Payment _____

Accepted by _____ **Date** _____

By signing, the customer accepts this quote for the work described above at the price shown.

How to use this template

Keep this page for yourself. Give the customer page one.

- **You.** Business name, address, phone and email, and the registrations a customer checks: NICEIC or NAPIT, your Gas Safe number, FMB or TrustMark, and your VAT number if you have one.
- **The document.** The word Quote, a number you can find it by later, the date, and the date the price is valid until. Thirty days is usual.
- **The customer and the site.** Their name, and the address where the work is — not always where they live.
- **The job in one line.** The sentence the customer would use to describe it to a neighbour.
- **The line items.** One line per part of the job, each with where it goes, a quantity and a price. Two sockets in the kitchen and two in the garage are two lines.
- **Totals.** Subtotal, VAT as its own line, and the total the customer pays — or a plain statement that no VAT is charged.
- **What is not included.** Anything a customer might assume is covered and is not: decorating, skip hire, making good, the fittings they are choosing.
- **Payment terms.** Any deposit, when the balance is due, and how to pay.
- **Acceptance.** A signature and a date. Without it a quote is information; with it, it is an offer the customer has taken.

A quote is a fixed price for the work it describes. If the job grows, price the extra work, put it in writing and get a yes before you start it.

This template is free to use and change, from Speak to Quote.

Would rather not type it? Describe the job out loud and Speak to Quote writes the quote for you: speak2quote.com