

Estimate

Number: _____
Date: _____
Valid until: _____

Customer and site

Customer

Phone

Address

Email

Site address

Start date and duration

The work

Included

Not included

Price

Description	Qty	Unit	Rate (ex VAT)	Total (ex VAT)

Description	Qty	Unit	Rate (ex VAT)	Total (ex VAT)

Subtotal (ex VAT)	£
VAT	£
Total	£

Mark provisional sums (allowances for work not yet known) and prime cost sums (allowances for items the customer will choose) so they are not read as fixed prices. A quote to a homeowner should show the price including VAT first.

Payment schedule

Stage	When	Amount
Deposit	On acceptance	
Stage payment		
Balance	On completion	

Terms

How long the quote stands, payment terms and late payment, changes agreed in writing, access and hours, materials, waste, unforeseen work, guarantee.

This is an estimate. Ask us for a fixed quote before work starts.