

Job quote

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.

Acceptance

To accept this quote, sign and return it.

Customer signature

Name:

Date:

Quoting a homeowner at their home, or by email or phone? Over £42, the Consumer Contracts Regulations 2013 require the cancellation notice and model cancellation form. The online builder adds them for you.