

QUOTE

Job quote — labour and materials

Quote no. _____
Date _____
Valid until _____

FROM

Business name

Address

Phone / email

JOB REFERENCE

PROPOSED START DATE

QUOTE FOR

Client name

Address

Contact / email

SITE ADDRESS

ESTIMATED DURATION

DESCRIPTION	QTY	RATE	AMOUNT
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LABOUR

MATERIALS

OTHER / SUBCONTRACTED

Provisional sums (allowances, priced on final selection):

Subtotal

Tax (enter amount)

Quoted total

WHAT THIS QUOTE EXCLUDES

VALID UNTIL

Accepting this quote confirms the scope above. Work outside it is quoted separately.

Accepted by (signature)

Date