

Job and service quote

United Kingdom VAT

This is not a VAT invoice. Complete all relevant fields before sending.

Quote number: _____ Revision: _____

Issue date: _____ Valid until: _____

Currency: _____ Job reference: _____

Business and customer

Business legal or trading name: _____

VAT registration number: _____

Business address: _____

Business contact and email or phone: _____

Customer name: _____

Customer address: _____

Customer contact and email or phone: _____

Job title and site or service location: _____

Itemised work and price

Unit rates and line amounts exclude VAT. Enter actual applicable rates in the tax breakdown.

Work or service description	Qty	Unit	Unit rate	Amount

Subtotal excluding VAT	_____
VAT rate(s) and taxable amount(s)	_____
VAT amount	_____
Total including VAT	_____

Complete the scope, payment schedule and acceptance on page 2. Retain both pages together.

Scope payment and acceptance

United Kingdom VAT

Quote number: _____ Revision: _____

Business: _____ Customer: _____

Scope and timing

Included work and deliverables: _____

Scope attachments and versions: _____

Exclusions and assumptions: _____

Allowances and items to confirm: _____

Proposed start date: _____ Completion date: _____

Variations already agreed and revision reference: _____

How future scope, price and timing changes will be agreed: _____

Payment schedule

Use the same currency and tax basis as the quote total. Mark unused stages N/A.

Stage	Amount or calculation	Due date or agreed trigger
Deposit		
Milestone / progress		
Balance		

Payment method and payment reference: _____

Other agreed payment terms or attached terms version: _____

Acceptance of this quote

I accept the work, price and terms in the quote and attachments identified below.

Accepted quote number: _____ Revision: _____

Attachments and versions accepted: _____

Customer name and role: _____

Customer signature: _____ Date: _____

Business representative: _____ Date: _____

Keep the accepted quote and its attachments together. Mark unused fields N/A.