

Quotation

A professional quote that protects your margin: price, assumptions and exclusions in writing.

From	[Your business, contact details]	Quote number	[Q-0001]
To	[Customer name, address]	Date	[DD/MM/YYYY]
Site	[Job site address]	Valid until	[30 days from date]

SCOPE OF WORK

Item	Description of work and materials	Amount
1		
2		
3		
4		
5		
	Subtotal	
	Tax	
	TOTAL (incl. tax)	

ASSUMPTIONS AND INCLUSIONS

[Access available during work hours; power/water on site; standard materials as specified above]

EXCLUSIONS AND VARIATIONS

[Anything not listed in scope; latent conditions; variations quoted and approved in writing before proceeding at \$___/hr + materials]

ACCEPTANCE

Deposit required	[e.g. 20% on acceptance]	Payment terms	[Balance on completion, 7 days]
Customer signature		Date	

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