Quote

Building work

QUOTE NUMBER

DATE

VALID UNTIL

FROM

ADDRESS

PHONE AND EMAIL

TRADE BODY OR SCHEME MEMBERSHIP (IF ANY)

PREPARED FOR

JOB ADDRESS

PHONE AND EMAIL

EXPECTED START

THE JOB

Description	Qty	Unit	Unit price	Amount

NOTES

Subtotal	
VAT	
Total	
Deposit to accept	
Balance on completion	

TERMS

1. Prices are fixed for the work described. Anything extra is agreed with you before it is done.
2. The deposit secures your date and pays for materials. The balance is due when the work is finished.
3. All work is guaranteed for 12 months. Manufacturer warranties on parts apply on top.
4. You can cancel within 14 days of accepting for a full refund, unless work has started at your request.

ACCEPTED BY

SIGNATURE

DATE

Quote

Worked example: building work. Example prices, set your own.

QUOTE NUMBER	Q-5208
DATE	The day you send it
VALID UNTIL	30 days later

FROM
Your business name

ADDRESS
Your business address

PHONE AND EMAIL
Your phone · your email

TRADE BODY OR SCHEME MEMBERSHIP (IF ANY)
Your registration number

PREPARED FOR
Your customer's name

JOB ADDRESS
Where the work is

PHONE AND EMAIL
Their phone · their email

EXPECTED START
To be agreed

THE JOB
Remove load-bearing wall and fit steel beam

Description	Qty	Unit	Unit price	Amount
Structural engineer's calculations (provisional sum)	1	each	£450.00	£450.00
Steel beam, 203 × 133 UB, 3.6 m, delivered	1	each	£390.00	£390.00
Padstones, prop hire and sundries	1	lot	£185.00	£185.00
Two-person team: remove wall and install beam	2	days	£520.00	£1,040.00
Board and skim the beam and reveals	1	job	£380.00	£380.00
Skip hire, 6 yard	1	each	£320.00	£320.00

NOTES

Building control fee paid by you directly to building control.
Party wall notices, if the wall is shared, are not included.
Decorating not included.

Subtotal	£2,765.00
VAT	£553.00
Total	**£3,318.00**
Deposit to accept (20%)	£663.60
Balance on completion	£2,654.40

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