Quote

Electrical work

QUOTE NUMBER

DATE

VALID UNTIL

FROM

ADDRESS

PHONE AND EMAIL

SCHEME AND REGISTRATION NUMBER (E.G. NICEIC, NAPIT)

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: electrical work. Example prices, set your own.

QUOTE NUMBER	Q-4120
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

SCHEME AND REGISTRATION NUMBER (E.G. NICEIC, NAPIT)
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
Replace consumer unit and add two double sockets

Description	Qty	Unit	Unit price	Amount
Consumer unit, 10-way, with RCBOs and surge protection	1	each	£420.00	£420.00
Remove and dispose of old consumer unit	1	job	£40.00	£40.00
Main protective bonding to gas and water	1	lot	£95.00	£95.00
Double socket added to an existing circuit	2	each	£85.00	£170.00
Electrician, installation and fault finding	1	day	£320.00	£320.00
Testing, Electrical Installation Certificate and Part P…	1	each	£120.00	£120.00

NOTES
Any faults found on existing circuits will be explained and priced before any extra work is done. Certificate to BS 7671:2018+A4:2026.

Subtotal	£1,165.00
VAT	£233.00
Total	**£1,398.00**
Deposit to accept (25%)	£349.50
Balance on completion	£1,048.50

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