

QUOTE

Business name _____
ABN _____
Licence no. _____
Phone / email _____

Quote no. _____
Date _____
Valid until _____
Prepared by _____

CUSTOMER

Name _____ Site address _____
Phone / email _____ Their reference / PO _____

SCOPE OF WORK

Describe the finished result in plain words, e.g. "Supply and install ... in the existing location, connect to ..., remove and dispose of the old unit."

PRICE

Item	Qty	Rate	Amount
Labour			
Materials			
Subtotal			
GST			
TOTAL (incl. GST)			

Show one total price, including GST if you are registered.

NOT INCLUDED

e.g. making good plaster or paint, council or permit fees, work behind walls that could not be inspected.

ASSUMPTIONS

e.g. normal access, site clear, existing wiring or pipework in serviceable condition, work during business hours.

PAYMENT TERMS

Deposit _____ Final payment due _____
Progress payments _____ How to pay _____

ACCEPTANCE

I accept this quote (number and date above) and the terms on it.

Name _____ Date _____
Signature _____ Quote version accepted _____