

Quotation

{Your company name} · {Address} · {Phone} · {Email} · VAT no. {number} · Company no. {number}

✓ Check the scope, exclusions and figures against the enquiry before you send it.

Quote number		Date	
Valid until		Your reference	
Customer		Site address	
Prepared by		Contact	

1. Scope of work

Describe the work in the order you'll do it. Name the drawings, specification or enquiry you've priced from, with their revision.

2. Included

List what the price covers: materials, labour, plant, waste removal, protection, making good and cleaning.

3. Excluded

List what the price doesn't cover, so nobody assumes it's in. For example: fees, out-of-hours work, asbestos removal, or decoration outside the work area.

4. Assumptions

The conditions the price depends on, such as clear access, working hours, and power and water on site.

5. Price

One line per item, grouped into sections. The Excel version works out every amount and total.

Item	Description	Qty	Unit	Rate (£)	Amount (£)
	{Section, for example strip-out}				
Section total					
	{Section, for example partitions}				
Section total					
	{Section, for example decoration}				
Section total					

6. Provisional sums and PC sums

Allowances for work or materials that can't be fixed yet. Say which is which. Each one is adjusted to the actual cost in the final account.

Item	Description	Provisional or PC	Allowance (£)

Handling, fixing and profit on PC sums are priced in the main work or shown on their own line.

7. Totals and VAT

Show the net total, the VAT rate and the VAT. If the domestic reverse charge applies, show the VAT but don't add it to the total.

Net total, excluding VAT	
VAT at {rate}%	
Total including VAT	

If the domestic reverse charge applies, write: "Reverse charge: VAT Act 1994 section 55A applies. Customer to pay the VAT to HMRC." Show the VAT, but leave it out of the total.

8. Programme

Earliest start, how long the work will take, working hours, and anything that has to happen first.

9. Validity

How long the price holds, and what happens after that date.

10. Payment terms

When you'll apply for payment, when each payment is due, the final date for payment, and any deposit.

Stage or period	When you'll apply	Amount or %

Payment is due {number} days after each application. The final date for payment is {number} days after the due date.

11. Acceptance

Sign and return this page, or confirm by email quoting the quote number.

I accept this quotation for the work described, on the terms set out above.

	Name	Position	Signature	Date
For the customer				
For the contractor				

Quoting a homeowner and agreeing the job away from your premises? They usually have 14 days to cancel. Give them the cancellation information, and only start within that time if they ask you to in writing.