

[Your Business Name]

[Address line 1] · [Town/City] · [Postcode]
[Phone] · [Email] · [VAT/Tax number if registered]

ESTIMATE

Estimate number [EST-0001]

Date [Date]

To: [Customer name]
[Customer address]
[Site address, if different]

Description	Qty	Unit price	Total
Excavate and pour foundations			
Blockwork to damp proof course			
Stud wall, supply labour and materials			
Skip hire and waste removal			
Making good and finishing			
Subtotal			
VAT at [20]%			
Total			

Terms

This is an estimate, not a fixed quotation. The final price may vary if unforeseen work is required once the job is under way. Any significant change will be discussed and agreed with you before extra work is carried out.