

[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
Consumer unit replacement (18th Edition)			
First fix wiring, per room			
Second fix: sockets and switches			
EICR condition report			
Install outdoor security lighting			
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.