

[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
Annual boiler service			
Supply and fit unvented cylinder			
Radiator replacement, each			
Smart thermostat installation			
Landlord gas safety record (CP12)			
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.