

[Your Business Name]

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

QUOTE

Quote number [Q-0001]
Date [Date]
Valid until [Date + 30 days]

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 quote is valid for 30 days from the date above. Work can be scheduled on written acceptance. Any changes to the scope of work may affect the final price and will be agreed before work continues.