

[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
Prepare and paint walls and ceilings, per room			
Gloss woodwork, doors and frames			
Wallpaper hanging, per roll			
Exterior masonry painting			
Filling, caulking and preparation			
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.