

[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
Strip and re-felt flat roof, per m2			
Replace broken or slipped slates			
Lead flashing renewal to chimney			
Ridge tile rebedding			
Scaffolding hire, per week			
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.