QUOTATION

Business name

Address

Phone and email

VAT number (if registered)

Quote number

Date

Valid until

Client

Site address

Job

Part of the job	What we will do	Price (£)
	Subtotal	
	VAT at 20% (if registered)	
	Total to pay	

Payment

Deposit, when you accept (£)

Stage payment (£), due when:

Balance, when finished (£)

What this price covers, and what it does not

- ☐ Fixed price for the work described above. Work that is not listed is not included.
- ☐ Assumes normal ground: no rock, buried concrete, large roots or services in the way.
- ☐ Wheelbarrow access from the road is needed. Skips stand on the drive, or on the road with a permit.

Accepted by (name)

Signature

Date