

Your Business Name

1 Trade Street, Yourtown, YT1 2AB
hello@yourbusiness.co.uk · 07000 000000
Company no. _____ · VAT no. _____ · Registrations (Gas Safe / NICEIC / etc.)

QUOTATION

Quote no: **2026-041**
Date: _____
Valid until: _____

PREPARED FOR

Customer name
Address line 1
Address line 2, Postcode

JOB / SITE

Example: single-storey rear extension
Site address (if different)

DESCRIPTION OF WORK / MATERIALS	QTY	UNIT £	TOTAL £
Excavate & pour footings, single-storey rear extension (4m × 3m)	1	4,800.00	4,800.00
Blockwork to wall plate incl. cavity insulation	1	6,200.00	6,200.00
Roof structure, covering & lead flashings	1	5,400.00	5,400.00
PROVISIONAL SUM: drainage connection (subject to survey)	1	1,500.00	1,500.00
First & second fix carpentry, plastering, decoration	1	7,900.00	7,900.00
...add your own lines...			

Subtotal	£
VAT @ 20% (if registered)	£
Total	£

ASSUMPTIONS & EXCLUSIONS

- Price assumes clear access to the work area during normal working hours.
- Making good of decorations following works is excluded unless itemised above.
- Any works not itemised above are excluded; variations will be quoted before proceeding.
- Provisional sums marked above are subject to adjustment on survey; kitchen units, appliances and floor coverings excluded.

TERMS

- This quotation is valid for 30 days from the date above.
- Deposit of £____ due on acceptance; balance due on completion unless a stage schedule is agreed.
- Prices exclude VAT unless stated. VAT invoices provided where registered.

ACCEPTANCE

To accept this quotation, sign below or reply in writing confirming acceptance.

Customer signature

Print name

Date