

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: consumer unit & kitchen rewire  
Site address (if different)

| DESCRIPTION OF WORK / MATERIALS                           | QTY | UNIT £ | TOTAL £ |
|-----------------------------------------------------------|-----|--------|---------|
| Replace consumer unit with 18th Edition dual-RCD board    | 1   | 320.00 | 320.00  |
| Rewire kitchen ring final circuit (6 outlets)             | 1   | 480.00 | 480.00  |
| Install 4× LED downlights, kitchen                        | 4   | 45.00  | 180.00  |
| Materials: cable, back boxes, accessories                 | 1   | 265.00 | 265.00  |
| Electrical Installation Certificate & Part P notification | 1   | 95.00  | 95.00   |
| ...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.
- Chasing to walls included; plastering by others unless itemised.

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