

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: system boiler replacement
Site address (if different)

DESCRIPTION OF WORK / MATERIALS	QTY	UNIT £	TOTAL £
Remove existing floor-standing boiler and dispose	1	180.00	180.00
Supply & install 30kW system boiler (10yr warranty)	1	1,680.00	1,680.00
New vertical flue kit and weather collar	1	210.00	210.00
Magnetic system filter, supplied & fitted	1	145.00	145.00
Commission, Benchmark, Gas Safe notification & warranty registration	1	130.00	130.00
...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.
- Flue route as surveyed; structural alterations 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