

[Your Business Name]

[Street address, suburb, city, postal code]

Tel: [phone] · Email: [email]

VAT No: [if registered]

Company Reg No (CIPC): [if registered]

QUOTE

Air conditioning

Quote No: Q-0001

Date: [dd/mm/yyyy]

Valid until: [dd/mm/yyyy]

Quote for

[Client name or company]

[Client address]

Tel: [client phone] · Email: [client email]

Job / site address: [where the work will be done]

Work to be done

Description	Qty	Unit price (R)	Amount (R)
12 000 BTU inverter split unit	1	8 900.00	8 900.00
Brackets, piping and electrical (per m)	5	280.00	1 400.00
Installation labour	1	2 200.00	2 200.00
Annual service	1	750.00	750.00

The grey lines are examples: type over them with your own items and prices.

Subtotal	R
VAT (15%)	R
Total	R

Terms

- This quote is valid until the date shown above.
- Includes up to the stated length of piping; extra piping is charged per metre.
- Electrical connection to an existing supply point is included unless stated otherwise.
- [Payment terms, e.g. unit paid upfront, installation on completion]

Acceptance

I accept this quote and the terms above.

Name: _____ Signature: _____ Date: _____