

## [Your Business Name]

[Street address, suburb, city, postal code]

Tel: [phone] · Email: [email]

VAT No: [if registered]

Company Reg No (CIPC): [if registered]

## QUOTE

Building

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)       |
|---------------------------------------------------|-----------|-----------------|------------------|
| <i>Demolition and rubble removal</i>              | <i>1</i>  | <i>4 500.00</i> | <i>4 500.00</i>  |
| <i>Tiling, supply and lay (per m<sup>2</sup>)</i> | <i>18</i> | <i>420.00</i>   | <i>7 560.00</i>  |
| <i>Plumbing and fittings</i>                      | <i>1</i>  | <i>6 800.00</i> | <i>6 800.00</i>  |
| <i>Labour (days)</i>                              | <i>6</i>  | <i>1 800.00</i> | <i>10 800.00</i> |
|                                                   |           |                 |                  |
|                                                   |           |                 |                  |
|                                                   |           |                 |                  |
|                                                   |           |                 |                  |

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

|              |          |
|--------------|----------|
| Subtotal     | R        |
| VAT (15%)    | R        |
| <b>Total</b> | <b>R</b> |

### Terms

- This quote is valid until the date shown above.
- A deposit is payable before materials are ordered.
- Changes requested once work has started will be quoted as extras.
- [Payment schedule, e.g. 40% deposit, 40% at halfway, 20% on completion]

### Acceptance

I accept this quote and the terms above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_