

[Your Business Name]

[Street address, suburb, city, postal code]

Tel: [phone] · Email: [email]

VAT No: [if registered]

Company Reg No (CIPC): [if registered]

QUOTE

Electrical

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>DB board with earth leakage</i>	<i>1</i>	<i>3 200.00</i>	<i>3 200.00</i>
<i>Circuit breakers</i>	<i>8</i>	<i>165.00</i>	<i>1 320.00</i>
<i>Labour: installation and testing</i>	<i>1</i>	<i>2 400.00</i>	<i>2 400.00</i>
<i>Certificate of Compliance (COC)</i>	<i>1</i>	<i>1 500.00</i>	<i>1 500.00</i>

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.
- Any faults found during testing will be quoted separately before repair.
- The Certificate of Compliance is issued once the work passes inspection.
- [Payment terms, e.g. deposit for materials, balance on completion]

Acceptance

I accept this quote and the terms above.

Name: _____ Signature: _____ Date: _____