

[Your Business Name]

[Street address, suburb, city, postal code]

Tel: [phone] · Email: [email]

VAT No: [if registered]

Company Reg No (CIPC): [if registered]

QUOTE

Handyman

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)
Hang doors and fit handles	2	450.00	900.00
Fix leaking tap	1	350.00	350.00
General repairs (hours)	3	300.00	900.00
Materials	1	600.00	600.00

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.
- Work charged by the hour is billed for the time actually spent.
- Materials are charged at cost and receipts are available on request.
- [Payment terms, e.g. payable on completion]

Acceptance

I accept this quote and the terms above.

Name: _____ Signature: _____ Date: _____