

[Your Business Name]

[Street address, suburb, city, postal code]

Tel: [phone] · Email: [email]

VAT No: [if registered]

Company Reg No (CIPC): [if registered]

QUOTE

Painting

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 (m ²)	Unit price (R)	Amount (R)
Wall preparation and filling	120	25.00	3 000.00
Two coats acrylic, walls	120	55.00	6 600.00
Ceilings, two coats	45	50.00	2 250.00
Paint and materials	1	2 400.00	2 400.00

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.
- Prices are per square metre, measured on site.
- Colours to be confirmed in writing before work starts.
- [Deposit for paint and materials, balance on completion]

Acceptance

I accept this quote and the terms above.

Name: _____ Signature: _____ Date: _____