

[Your Business Name]

[Street address, suburb, city, postal code]

Tel: [phone] · Email: [email]

VAT No: [if registered]

Company Reg No (CIPC): [if registered]

QUOTE

Plumbing

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)
150L geyser	1	5 200.00	5 200.00
Valves, drip tray and fittings	1	1 350.00	1 350.00
Labour: removal and installation	1	1 800.00	1 800.00
Call-out fee	1	450.00	450.00

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.
- The call-out fee is payable even if the work doesn't go ahead.
- Any extra work found once the job starts (e.g. hidden leaks) will be quoted before it's done.
- [Payment terms, e.g. materials paid upfront, labour on completion]

Acceptance

I accept this quote and the terms above.

Name: _____ Signature: _____ Date: _____