

[Your Business Name]

[Street address, suburb, city, postal code]

Tel: [phone] · Email: [email]

VAT No: [if registered]

Company Reg No (CIPC): [if registered]

QUOTE

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>Example: Supply and install 150L geyser (replace this line)</i>	1	7 500.00	7 500.00

Subtotal	R
VAT (15%)	R
Total	R

Terms

- This quote is valid until the date shown above.
- [Deposit, e.g. 50% before work starts, balance on completion]
- Material prices may change if this quote is accepted after it expires.
- [Add any exclusions, warranties or other terms here]

Acceptance

I accept this quote and the terms above.

Name: _____ Signature: _____ Date: _____