Your logo

BUSINESS NAME

ADDRESS

PHONE AND EMAIL

WEBSITE

Quotation

QUOTE NO.

DATE

VALID UNTIL

PREPARED BY

PREPARED FOR

NAME

ADDRESS

PHONE AND EMAIL

JOB ADDRESS

ADDRESS (IF DIFFERENT)

ACCESS NOTES

CONTACT ON THE DAY

THE JOB

JOB TITLE

Scope of work: what you will do, where, and the finished result the customer will get.

PRICE BREAKDOWN

#	DESCRIPTION	TYPE	QTY	UNIT	UNIT PRICE	AMOUNT

Type: labour, materials, plant or hire, waste, or other. Prices are in pounds sterling.

VAT

☐ We are VAT registered. VAT is shown separately and included in the total. VAT reg. no. _____

☐ We are not VAT registered, so no VAT is charged. The total is the full price.

☐ Domestic reverse charge applies (VAT-registered business customers in the Construction Industry Scheme only): customer to pay the VAT to HMRC.

Labour	£
Materials	£
Other	£
Net total	£
VAT at _____ %	£
Total to pay	**£**

PAYMENT

Deposit on acceptance: £_____ (_____ % of the total), to book your start date and order materials. We will send a receipt.

Stage payments (if any): _____

Balance: due within _____ days of completion.

How to pay: bank transfer to account name _____ sort code _____ account no. _____, using the quote number as the reference.

INCLUDED

NOT INCLUDED

Anything not listed under "Included" is not part of this price.

TIMING

EXPECTED START DATE

EXPECTED DURATION

Dates are our best estimate and can move with access, weather and the supply of materials. We will tell you as soon as anything changes.

TERMS

1. This quotation is a fixed price for the work described above, valid until the date shown. After that date we may need to re-price it.
2. Any change you ask for is priced and agreed with you in writing before we do it.
3. If we find a problem we could not reasonably have seen when quoting, such as hidden damage, we will stop, explain it and agree any extra cost with you in writing before carrying on.
4. You will give us reasonable access to the work area, and use of power and water, during working hours.
5. Materials supplied by us remain ours until they have been paid for in full.
6. Your legal rights are not affected by this quotation.

YOUR RIGHT TO CANCEL

Fill this in only if you and the customer agree the contract at their home or away from your business premises. The customer then has 14 days to cancel, and must be given the cancellation notice and form on the next page.

☐ I ask you to start work within the 14-day cancellation period. I understand that if I cancel, I will pay for the work done up to then, and that once the work is finished I lose the right to cancel.

ACCEPTANCE

I accept quotation no. _____ and the terms above.

CUSTOMER: NAME | SIGNATURE | DATE

FOR THE BUSINESS: NAME | SIGNATURE | DATE

CANCELLATION NOTICE

For contracts agreed at the customer's home or away from the business premises. Give this page to the customer with the quotation.

Your right to cancel. You have the right to cancel this contract within 14 days without giving any reason. The cancellation period ends 14 days after the day the contract is made.

To cancel, tell us of your decision in a clear statement, for example a letter sent by post or an email, to:

BUSINESS NAME

ADDRESS

PHONE AND EMAIL

You may use the model cancellation form below, but you do not have to. To meet the deadline, you only need to send your message before the cancellation period ends.

What happens if you cancel. We will refund all payments we have received from you without undue delay, and no later than 14 days after the day you tell us you are cancelling. We will refund you using the same payment method you used, unless you agree otherwise, and you will not pay any fees for the refund.

If you asked us to start work during the cancellation period, you will pay us an amount in proportion to the work done up to the time you tell us you are cancelling, compared with the full contract price.

Cut here

MODEL CANCELLATION FORM

Complete and return this form only if you wish to cancel the contract.

To:

BUSINESS NAME AND ADDRESS

EMAIL

I/We [*] hereby give notice that I/We [*] cancel my/our [*] contract of sale of the following goods [*] / for the supply of the following service [*]:

ORDERED ON [*] / RECEIVED ON [*]

NAME OF CONSUMER(S)

ADDRESS OF CONSUMER(S)

SIGNATURE OF CONSUMER(S) (ONLY IF THIS FORM IS NOTIFIED ON PAPER)

DATE

[*] Delete as appropriate.

The form wording is the model cancellation form in Schedule 3 to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. Trading Standards guidance: businesscompanion.info.