Quote

Business name: _____

Address: _____
Phone / email: _____

Reference: _____ Issued: _____ Valid until: _____

Prepared for

Customer: _____

Service address: _____

Contact: _____

Service and frequency

Work included: _____
_____
_____

Frequency / price per visit or job: _____

Price breakdown	[Currency]
Before tax	_____
Tax (rate: _____%)	_____
Total	**_____**

Price entry (tick one): tax included ____ tax added ____

Notes and next steps

Exclusions / access / assumptions: _____
_____
_____

Next step / service date: _____