

QUOTATION

[Your business name]

[Street address, town, postal code]

[Phone] · [Email]

VAT no.: [Only if you are registered for VAT]

Quote no.: [Q-0001]

Date: [DD Month YYYY]

Valid until: [DD Month YYYY]

QUOTE FOR

[Client name or company]

[Client address]

Project: [What the quote is for]

[illegible]

TERMS

[For example: A deposit to start, the balance on completion.]

ACCEPTANCE

Accepted by: [Client name]

Signature: _____ Date: _____