

Your Business Name

1 Trade Street, Yourtown, YT1 2AB
hello@yourbusiness.co.uk · 07000 000000
Company no. _____ · VAT no. _____ · Registrations (Gas Safe / NICEIC / etc.)

QUOTATION

Quote no: **2026-041**
Date: _____
Valid until: _____

PREPARED FOR

Customer name
Address line 1
Address line 2, Postcode

JOB / SITE

Example: combi boiler replacement
Site address (if different)

DESCRIPTION OF WORK / MATERIALS	QTY	UNIT £	TOTAL £
Remove existing boiler and dispose	1	150.00	150.00
Supply & install 28kW combi boiler	1	1,450.00	1,450.00
Power flush central heating system (8 radiators)	1	420.00	420.00
Supply & fit thermostatic radiator valves	8	28.00	224.00
Commissioning, Benchmark & building regs notification	1	120.00	120.00
...add your own lines...			

Subtotal	£
VAT @ 20% (if registered)	£
Total	£

ASSUMPTIONS & EXCLUSIONS

- Price assumes clear access to the work area during normal working hours.
- Making good of decorations following works is excluded unless itemised above.
- Any works not itemised above are excluded; variations will be quoted before proceeding.
- Assumes existing pipework and gas supply are serviceable and to current regs.

TERMS

- This quotation is valid for 30 days from the date above.
- Deposit of £____ due on acceptance; balance due on completion unless a stage schedule is agreed.
- Prices exclude VAT unless stated. VAT invoices provided where registered.

ACCEPTANCE

To accept this quotation, sign below or reply in writing confirming acceptance.

Customer signature

Print name

Date