Quote

BUSINESS
[Your business name]

ADDRESS
[Your address]

PHONE AND EMAIL
[Phone] · [Email]

VAT NUMBER
[IE1234567X, or delete this line]

QUOTE NUMBER
[Q-0001]

DATE
[Date]

VALID UNTIL
[Date, 30 days on]

FOR
[Customer name]

ADDRESS
[Address of the job]

WORK	QTY	PRICE	TOTAL
Boiler swap, gas			
Thermostatic radiator valve			
Power flush			
Outside tap			

Subtotal before VAT	€
VAT 13.5%	€
VAT 23%	€
Total	**€**

INCLUDED
[What the price covers: prep, materials, cleaning up]

NOT INCLUDED
[What it doesn't: other trades, extras]

DEPOSIT
[Amount] to book the job in, the rest when it's done.

VAT: building work is 13.5%. If the materials cost you more than two-thirds of the price before VAT, the whole job is 23%. Goods sold without fitting are 23% on their own line. Not registered for VAT? Leave out the VAT lines and the VAT number.

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