[Your business name]

[Address line 1]
[Town, postcode]
[Phone] · [Email]
VAT registration number (if registered): GB _____

QUOTE

Quote number: _____
Quote date: _____
Valid until: _____

Quote for

Customer name _____
Address _____
Job address (if different) _____

Description of the work

Description	Qty	Unit price	Amount

Subtotal	£
VAT (if registered) ___%	£
Total	**£**

What's included

_____
_____
_____
_____

Not included

_____
_____

This is a fixed quote for the work described, not an estimate. Extra work you ask for is priced and agreed with you before it starts.

Deposit: ___% (£_____) on acceptance. Balance due on completion, within ___ days of the invoice.

To accept: sign below, or reply "yes, go ahead" by WhatsApp or email.

Signed: _____ Name: _____ Date: ____/____/_____

Free template from graftg.co.uk/tools/free-quote-template-uk — or text the job to GraftG on WhatsApp and the quote is made for you.