[Your business name]

[Address]
[Phone]
[Email]

QUOTE

No. [Q-0001]
Date: [Date]
Valid until: [Date]

PREPARED FOR

[Customer name]
Work at: [Address where the work happens]

THE JOB

[Two or three sentences: what the job is and the finished result.]

Description	Qty	Unit	Unit price	Amount

Subtotal

VAT at 20% / Not VAT registered (delete one)

Total

PAYMENT TERMS

Deposit: [__]% on acceptance, [£____]. Balance: [£____], due [when]. Pay by [bank transfer details].

ASSUMPTIONS

- [What you have taken as given, e.g. customer supplies tiles]
- [...]

NOT INCLUDED

- [What is not included, e.g. making good, decorating]
- [...]

TIMELINE

[Start date] and [how long on site].

Your right to cancel (for work agreed in your home, or by phone, email or online). You can cancel within 14 days of accepting this quote, without giving a reason. To cancel, tell us clearly, for example by email or letter to the address above, or use the cancellation form. We will not start within those 14 days unless you ask us to below; if you ask us to start and then cancel, you pay a proportionate amount for the work done up to the time you tell us.

To accept, sign below or reply to the email this quote came with.

A cancellation form is attached.

Accepted by: _____ Date: _____
Please start within the 14-day cancellation period: _____ (signature)

[Limited company: registered in England and Wales / Scotland / Northern Ireland, company number, registered office.] [Sole trader with a business name: your own name and an address.] [VAT number, or: Not VAT registered.]

CANCELLATION FORM

Use this form only if you want to cancel. You can also cancel by any other clear statement, for example by email.

To: [your business name, address and email]

I/We hereby give notice that I/We cancel my/our contract for the supply of the following service: _____

Ordered on: _____

Name of consumer(s): _____

Address of consumer(s): _____

Signature of consumer(s) (only if this form is notified on paper): _____

Date: _____