Your business name
Logo, ABN, address, phone and email

Quote

All prices in AUD

QUOTE NO.	DATE	VALID UNTIL

CUSTOMER	CONTACT, PHONE AND EMAIL
CUSTOMER ADDRESS	**PROJECT / JOB NAME**
SITE OR DELIVERY ADDRESS	**INSTALL, DELIVERY OR PICK-UP**

Items

CODE	ITEM AND DESCRIPTION	QTY	UNIT PRICE EX GST	TOTAL EX GST

Subtotal (ex GST)	
GST (10%)	
Total (inc GST)	

LEAD TIME OR COMPLETION DATE	DEPOSIT AND PAYMENT TERMS

Notes

YOUR TERMS

Your terms of trade go here. Have them written, or checked, by a lawyer who knows your business.

Accept this quote

NAME	SIGNATURE	DATE	YOUR ORDER / PO NO.