

[Insert Company Name]

ABN: [insert ABN]

[Company Contact Person]

[Company Address]

Phone [Phone Number]

Fax [Fax Number]

QUOTATION

QUOTATION [QUOTE NUMBER]

ISSUE DATE: [QUOTE ISSUE DATE]

EXPIRY DATE: [QUOTE EXPIRY DATE]

TO:

[Name]

[Street Address]

[Suburb STATE Post Code]

[Phone Number]

ADDRESS (WHERE WORKS ARE TO BE CARRIED OUT): [ENTER CLIENT PROPERTY ADDRESS DETAILS]

EXPECTED COMMENCEMENT DATE OF WORKS: [MUST INCLUDE AN ESTIMATED COMMENCEMENT DATE]

EXPECTED COMPLETION DATE OF WORKS: [MUST INCLUDE AN ESTIMATED COMPLETION DATE]

QUANTITY	DESCRIPTION	UNIT PRICE	GST	TOTAL
	[Complete All Table Fields]			

PAYMENT TERMS AND CONDITIONS: [EG STRICTLY 7 DAYS, ON COMPLETION, ETC.]
NORTHERN TERRITORY GOVERNMENT HOME IMPROVEMENT SCHEME VOUCHER WILL
BE ACCEPTED AS PART PAYMENT.

SUBTOTAL
(EX GST)

GST

TOTAL DUE

For Home Improvement Scheme Purposes Only

Description	Price (ex GST)
Total value of goods/materials	[insert price]
Total value of remainder (inc. labour)	[insert price]

Third Party Sub-Contractor Details [delete if not applicable]

Business Name	Contact Name	Phone Number	Email
Business Name	Contact Name	Phone Number	Email
Business Name	Contact Name	Phone Number	Email
Business Name	Contact Name	Phone Number	Email

If you have any questions concerning this quote, contact: [Insert Name] at [Phone Number] or [Email Address]

THANK YOU FOR YOUR BUSINESS!