

QUOTE

GOV.UK does not set a required layout for quotes. This template covers the details customers and contractors commonly expect. A quote is not an invoice: send an invoice with the details GOV.UK requires when the work is done or a stage is complete.

FROM: YOUR NAME / BUSINESS NAME, ADDRESS, PHONE, EMAIL	QUOTE NUMBER / DATE / VALID UNTIL / VAT NUMBER (IF REGISTERED)

FOR: CUSTOMER NAME AND ADDRESS	SITE ADDRESS AND JOB DESCRIPTION (SHORT)

Labour: description	Days / hrs	Rate	Amount

Materials at cost (or your price): description	Qty	Each	Amount

Labour total	
Materials total	
Subtotal	
VAT at ____ % (if registered; or reverse charge)	
QUOTE TOTAL	

INCLUDED / NOT INCLUDED	PAYMENT TERMS: DEPOSIT, STAGES, BALANCE DUE

CUSTOMER ACCEPTANCE: NAME, SIGNATURE AND DATE

If the work is under the Construction Industry Scheme, the contractor may take a CIS deduction from the labour part when they pay you. The deduction is not taken from VAT or from the direct cost of materials you paid for.

Quote checklist

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- Your name or business name, address and contact details
- The customer's name and the address where the work will be done
- A clear description of the work, and what is and isn't included
- Labour and materials priced separately (helps if CIS applies)
- Whether prices include or exclude VAT, and the VAT rate if you charge it
- How long the quote is valid for
- A start date or timescale, and how changes (variations) will be priced
- Payment terms: deposit, stage payments, and when the balance is due
- Space for the customer to accept, with a date

Sources

Invoices: what they must include (for the invoice you send afterwards):

<https://www.gov.uk/invoicing-and-taking-payment-from-customers/invoices-what-they-must-include>

Construction Industry Scheme (CIS): <https://www.gov.uk/what-is-the-construction-industry-scheme>