

QUOTATION

Sample layout with example figures. Replace the example details with your own.

FROM

Your Business Name

CONTACT

082 000 0000 | you@yourbusiness.co.za

VAT NUMBER (IF REGISTERED)

4000000000

QUOTE NO.

Q-0001

DATE

13 October 2026

VALID FOR

14 days

PREPARED FOR

Client Name

SITE ADDRESS

12 Example Street, Suburb, Johannesburg

Scope of work

- Supply and install 6 base units and 4 wall units in the kitchen, including doors, handles and soft-close hinges.
- Fit client-supplied countertop template points and level all units. Remove packaging after installation.

Description	Qty	Unit price	Amount
Materials: boards, doors, hinges, handles	1	R18,500.00	R18,500.00
Labour: installation (full job)	1	R14,000.00	R14,000.00
Transport and waste removal	1	R1,500.00	R1,500.00
Subtotal			R34,000.00
VAT at 15%			R5,100.00
TOTAL			R39,100.00

Not included

- Plumbing and electrical connections, painting, removal of old units, building rubble removal.
- Any work not listed in the scope above. Extra work will be quoted separately before it starts.

Timeline

- Start date: to be confirmed on acceptance. Estimated duration: 5 working days.

Payment terms

- Deposit of 50% (R19,550.00) to confirm the booking and order materials.
- Balance of R19,550.00 due on completion. Pay by EFT: Bank, account number, branch code, reference Q-0001.

Acceptance

I accept this quote and the terms above.

Client signature

Date

BEFORE YOU SEND

A 2-minute checklist so every quote is clear, complete and easy to accept.

Details

- ☐ Your business name, phone, email (and VAT number if registered)
- ☐ Client name, contact details and site address
- ☐ Quote number and date
- ☐ How long the quote is valid (for example 14 days)

The work

- ☐ Scope written in plain words: what, where and how many
- ☐ Materials and labour on separate lines
- ☐ Quantities, unit prices and totals add up (check the maths)
- ☐ Allowance for waste, transport and consumables
- ☐ Clear list of what is NOT included

Money

- ☐ VAT shown at 15% if you are VAT registered, and total clearly marked
- ☐ Deposit amount and when it is due
- ☐ Balance due date and how to pay (EFT details, card or instant EFT)
- ☐ Payment reference the client should use

Sending

- ☐ Sent the same day as the site visit, ideally while you are still there
- ☐ Sent where the client will see it (WhatsApp, email or link)
- ☐ Follow-up planned for 2 to 3 days later if you have not heard back
- ☐ A copy saved so you can prove what was agreed



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