|  |  |
| --- | --- |
| [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! |