Business: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Scheme or registration no.: _____

QUOTE

Quote no: _____

Date: _____

Valid until: _____

QUOTE FOR

Name: _____

Job address: _____

Phone or email: _____

THE JOB

_____

_____

_____

THE PRICE

Item	Qty	Price	Total

Subtotal	£
VAT at 20% (only if VAT registered)	£
Total to pay	**£**

☐ Prices include VAT at 20% ☐ Not VAT registered: no VAT is charged

Other costs that may apply: _____

NOT INCLUDED

- _____
- _____
- _____

PAYMENT

Deposit: £_____ (___%) when you accept, so _____.

Stage payments: _____

Balance: £_____ due _____.

How to pay: _____

WHEN

We can start _____, and the work should take about ____ days.

EXTRA WORK

If we find extra work once the job has started, we'll tell you what it is and what it costs, and only do it once you've agreed in writing. A text or email is fine.

GUARANTEE

_____

_____

QUESTIONS OR PROBLEMS

Contact _____ on _____.

Trade body or dispute scheme: _____

YOUR RIGHT TO CANCEL

(For homeowners who agreed the job at their home, by phone or online. Cross it out for business customers.)

You can cancel this contract within 14 days without giving a reason. The 14 days run from the day after ☐ you accept this quote ☐ you receive the goods (supply and fit). To cancel, tell us in a clear statement, by text, email or letter, using the contact details at the top of this quote. You can use the cancellation form at the end, but you don't have to. If you cancel, we'll refund everything you've paid within 14 days of hearing from you, by the same method you paid.

Starting early: if you'd like us to start before the 14 days are up, please ask us in writing. A text is fine. If you then cancel, you'll pay for the work done up to then as a fair proportion of the price, and once the job is complete you can no longer cancel.

Made-to-measure items (no right to cancel): _____

TO ACCEPT

To accept this quote, reply saying "I accept", or sign below and send us a photo or a copy.

Signed: _____ Name: _____ Date: _____

CANCELLATION FORM

Only fill in and return this form if you want to cancel the contract. You don't have to use it: a text, email or letter saying you're cancelling is enough.

To _____:

I/We [*] hereby give notice that I/We [*] cancel my/our [*] contract of sale of the following goods [*]/for the supply of the following service [*],

_____

Ordered on [*]/received on [*],

_____

Name of consumer(s),

_____

Address of consumer(s),

_____

_____

Signature of consumer(s) (only if this form is notified on paper),

_____

Date

_____

[*] Delete as appropriate.