|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Shape  Description automatically generated with low confidence  COMPANY LOGO |  | Your Company Details: |  | Date: |

Quotation and Contract – Installation Work

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job reference number:** | | | | | |  | | | | | | | | | | | | | **Date:** | | |  | | |
| Installing Company name: | | | | | |  | | | | | | | | | | | | | | | | | | |
| Installer Name: | | | | | |  | | | | | | | | | | | | | | | | | | |
| Contact Details: | | | | | |  | | | | | | | | | | | | | | | | | | |
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| Customer Name: | | | | | |  | | | | | | | | | | | | | | | | | | |
| Contact Details: | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Site Address  (if different from above): | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Quotation** | | | | | | | | | | | | | | | | | | | | | | | | |
| *Please note: You may have additional costs to pay for planning permission, building control fee and for a Structured Engineers Survey.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Description of Goods & Services** | | | | | | | | | | | | | | | | | | | | **Quantity** | | | | **Total** |
| **Goods** | | | | | |  | | | | | | | | | | | | | |  | | | |  |
|  | | | | | | | | | | | | | | | | | | | |  | | | |  |
|  | | | | | | | | | | | | | | | | | | | |  | | | |  |
|  | | | | | | | | | | | | | | | **Subtotal (Ex VAT):** | | | | |  | | | |  |
|  | | | | | | | | | | | | | | | **VAT as applicable:** | | | | |  | | | |  |
| Services: | | | | | |  | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | **Subtotal (Ex VAT):** | | | | |  | | | |  |
|  | | | | | | | | | | | | | | | **VAT as applicable:** | | | | |  | | | |  |
|  | | | | | | | | | | | | | | | **Grand Total (Inc VAT):** | | | | | | | | |  |
| Supporting items/Info required: | | | | | | | |  | | | | | | | | | | | | | | | | |
| **Exclusions:** | | | | | | | | | | | | | | | | | | | | | | | | |
| Items sourced/provided by customer: | | | | | | | | | |  | | | | | | | | | | | | | | |
| Activities provided separately by other trades: | | | | | | | | | | | |  | | | | | | | | | | | | |
| Notification of the following elements (e.g. masonry chimneys or electrical work) to Building Control. | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Other Considerations** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Item** | | **Terms** | | | | | | | | | | | | | | | | | | | | | | |
| Property information | | Ownership: | | | | | | | | |  | | | | | | | | | | | | | |
| Existing appliance/flue: | | | | | | | | |  | | | | | | | | | | | | | |
| Party Wall agreement: | | | | | | | | |  | | | | | | | | | | | | | |
| Previous structural defects: | | | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Payment  terms | | Initial deposit: | | | | | | | |  | | | | | | | | | | | | | | |
| Stage payments: | | | | | | | |  | | | | | | | | | | | | | | |
| Subject to: | | | | | | | |  | | | | | | | | | | | | | | |
| Payment of invoices due within | | | | | | | | | | |  | | | | | days | | | | | | |
|  | |  | | | | | | | | |  | | | | | | | | | | | | | |
| Cost | | Cost is: | | | | | | | |  | | | | | | | | | | | | | | |
| Firm quotation: | | | | | | | |  | | | OR | | | Subject to initial survey: | | | | | | | |  |
| Estimate only: | | | | | | | |  | | | | | | | | | | | | | | |
| Additional expenses: | | | | | | | |  | | | | | | | | | | | | | | |
| Travel: | | | | | | | |  | | | | | | | | | | | | | | |
| Materials: | | | | | | | |  | | | | | | | | | | | | | | |
| Other: | | | | | | | |  | | | | | | | | | | | | | | |
|  | |  | | | | | | | |  | | | | | | | | | | | | | | |
| **Terms of Business** | | The contract will be governed by the laws of England & subject only to the jurisdiction of the English courts | | | | | | | | | | | | | | | | | | | | | | |
| Timetable of work | | Start date within | | | | | | |  | | | | days of contract signature | | | | | | | | | | | |
| Delivery of items to site: | | | | | | | | |  | | | | | | | | | | | | | |
| Assumptions on site access/readiness/facilities: | | | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Completion date: | | | | | | | | |  | | | | | | | | | | | | | |
|  | |  | | | | | | | |  | | | | | | | | | | | | | | |
| **Standards** | | The installer will rectify any work that is non-compliant with Building Regulations for six years after completion | | | | | | | | | | | | | | | | | | | | | | |
| All work shall be compliant with Building Regulations, manufacturer’s instructions and relevant standards | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | |
| **Manufacturer’s Warranties (if applicable)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Item 1:** |  | | | | Period: | | | | |  | | | **Item 2:** | | |  | | | | Period: | | | |  |
| Faults covered: |  | | | | Exclusions: | | | | |  | | | Faults covered: | | |  | | | | Exclusions: | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sale was agreed at:** | | | showroom | | | | | | | business premises | | | | | | on-site | | | | Remotely  (via phone/email) | | | | Other |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Customer is: | | | Consumer | | | | | | | | Business | | | | | | | | | other | | | | |
| Type of work: | | | Install only | | | | | | | Supply and install | | | | | | | Service | | | | Repair | | | |
| Cooling off period: | | | |  | | | | | | days from | | | delivery | | | | date on contract | | | | | | | other |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Cancellation Rights** | | | | | | | Insert appropriate clause relevant to your category of work here | | | | | | | | | | | | | | | | | |
| The quotation is valid for: | | | | | | |  | | | | | | | days unless previously withdrawn. | | | | | | | | | | |
| **Nothing in this quotation affects the customer’s statutory rights** | | | | | | | | | | | | | | | | | | | | | | | | |
| Client | | | | I accept the above quotation and instruct work to proceed | | | | | | | | | | | | | | | | | | | | |
| Name: | | | | |  | | | | | | | | | | | Date: | | |  | |
| Signature: | | | | |  | | | | | | | | | | | | | | | |