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

Quotation and Contract – Installation Work

|  |  |  |  |
| --- | --- | --- | --- |
| **Job reference number:** |       | **Date:** |       |
| Installing Company name: |       |
| Installer Name: |       |
| Contact Details: |       |
|       |
|       |
|       |
| 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: |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       | **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. |
|       |
|       |
|       |
| **Other Considerations** |
| **Item** | **Terms** |
| Property information | Ownership: |       |
|  | Existing appliance/flue: |       |
|  | Party Wall agreement: |       |
|  | Previous structural defects: |       |
|  |
| Paymentterms | 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: |       |