



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		
<i>Please note: You may have additional costs to pay for planning permission, building control fee and for a Structured Engineers Survey.</i>		
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:				
Payment terms	Initial deposit:				
	Stage payments:				
	Subject to:				
	Payment of invoices due within		days		
Cost	Cost is:				
	Firm quotation:	<input type="checkbox"/>	OR	Subject to initial survey:	<input type="checkbox"/>
	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:	
Faults covered:		Exclusions:		Faults covered:	
Sale was agreed at:	showroom <input type="checkbox"/>	business premises <input type="checkbox"/>	on-site <input type="checkbox"/>	Remotely <input type="checkbox"/> (via phone/email)	Other <input type="checkbox"/>
Customer is:	Consumer <input type="checkbox"/>	Business <input type="checkbox"/>	other <input type="checkbox"/>		
Type of work:	Install only <input type="checkbox"/>	Supply and install <input type="checkbox"/>	Service <input type="checkbox"/>	Repair <input type="checkbox"/>	
Cooling off period:		days from	delivery <input type="checkbox"/>	date on contract <input type="checkbox"/>	other <input type="checkbox"/>
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:				