QUOTATION

VAT: 4123456789

Your Business

Your tagline

12 Main Road, Pretoria
Cell: 082 123 4567
Email: hello@yourbusiness.co.za

Date: 1 October 2026
Quote #: QUO-26-014-Q-001_00
Valid for: 30 days
Compiled by: Your Name

BILL DIRECTED TO

Your Client (Pty) Ltd
Accounts Department
Email: accounts@yourclient.co.za

Description	Resource	Rate	Qty	Total
Site assessment	Call-out	R850,00	1 each	R850,00
Installation work	Labour	R450,00	16 hrs	R7 200,00
Supply of materials	Materials	R3 250,00	1 lot	R3 250,00
Delivery	Transport	R12,50	60 km	R750,00

Sub-total	R12 050,00
VAT (15%)	R1 807,50
Total	**R13 857,50**

Timeline

Start on site	2 November 2026
Hand over	13 November 2026

Scope of Work

Assess the site, supply and install as agreed, test and hand over.

Exclusions

Work outside the agreed scope is quoted separately.

Approved/Compiled by

Name: Your Name

Date: 1 October 2026

Signature: _____

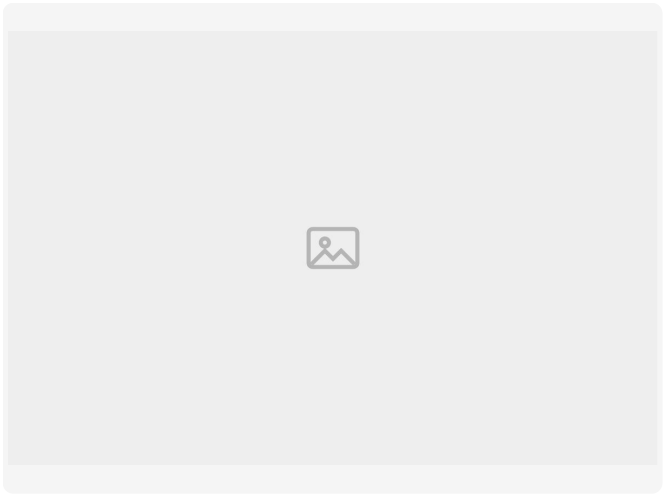
Accepted by

Name: _____

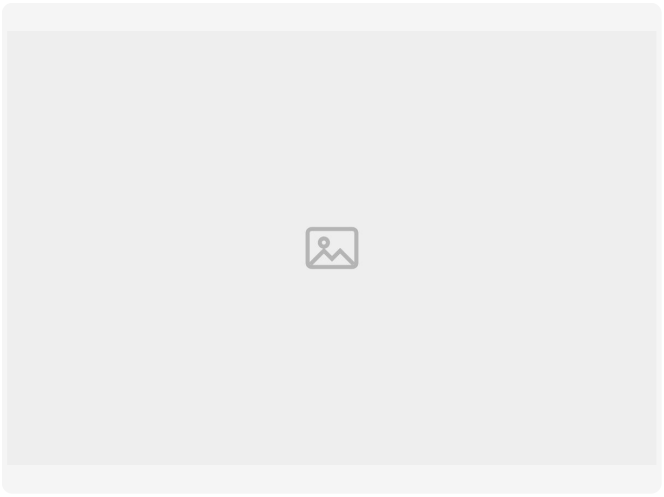
Date: _____

Signature: _____

Images



Site before work



Proposed layout

THANK YOU FOR YOUR BUSINESS!

Banking Details

Account Name: Your Business
Bank: Your Bank
Account No: 1234567890