

QUOTE

Quote #: [Q-0032]

Date: [31/07/2026]

Valid until: [30 days from date]

[Your Business Name Ltd]

[123 Example Street]

[Napier 4110]

[027 123 4567]

[you@yourbusiness.co.nz]

GST Number: [123-456-789]

Quote for:

[Customer name]

[Site address]

[Customer phone or email]

Job: [e.g. Build 20 square metre kwila deck with balustrade, rear of property]

Description	Qty	Unit price	Amount
[Labour: e.g. Deck build incl. foundations and balustrade]	[32 hrs]	[\$85.00]	[\$2,720.00]
[Materials: e.g. Kwila decking, framing, fixings]	[1]	[\$3,400.00]	[\$3,400.00]
[Equipment: e.g. Digger hire, half day]	[1]	[\$250.00]	[\$250.00]
[]	[]	[]	[]
[]	[]	[]	[]

This quote includes

[List what's covered: e.g. all labour, materials listed above, site cleanup, council consent lodgement]

Subtotal (excl. GST)	[\$6,370.00]
GST (15%)	[\$955.50]
TOTAL (incl. GST)	[\$7,325.50]

This quote excludes

[List what's not covered: e.g. council consent fees, landscaping reinstatement, removal of existing structure]

Variations: [Any work outside the scope above will be quoted and agreed in writing before it is done.]

Payment terms: [e.g. 40% deposit on acceptance, balance due 7 days after completion.]

To accept this quote: [reply to the email it came with, or sign below and send it back.]

Signed: _____ Date: _____

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