

YOUR COMPANY

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QUOTATION

DRAFT TEMPLATE / SAMPLE DATA

PREPARED FOR

ABC Engineering Ltd
Customer contact: Example Contact
Project: HVAC Filter Replacement

Reference: EST-2026-0001
Revision: 02 | 31 October 2026
Status: Approved (illustrative)

Project scope

Supply and installation of four replacement ventilation filter sets, including engineering labour, inspection and commissioning. Example project only.

Quotation items

Description	Qty	Unit price	Amount
Replacement filter sets	4	£95.00	£380.00
Installation and testing	1	£243.71	£243.71

Subtotal (ex VAT) £623.71

VAT (20%) £124.74

TOTAL PAYABLE £748.45

Commercial terms

Quotation validity: 30 days

Payment terms: 30 days from invoice (example terms).

Exclusions: Any unforeseen remedial works or additional materials outside the agreed scope.

Customer acceptance

Authorised signature: _____ Date: _____