|  |  |  |  |
| --- | --- | --- | --- |
| **Quote** | **Date**  [QuoteDate]  **Number**  [QuoteNumber]  **Recommended Date**  [QuoteRecommendedJobDate]  **Valid To**  [QuoteExpiryDate] |  | |
| **[ClientName]**  [ClientAddress1]  [ClientAddress2]  [ClientCity] [ClientState] [ClientPostcode]  [ClientABN]  **Attention:** [QuoteContactFullName] |  | **[BusinessLegalName]**  [BusinessAddress]  [BusinessTaxNumber] |
| **[QuoteName]**  [QuoteDescription] | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tasks** | | **Quantity** | **Rate** | **Tax** | **Amount** |
| [TaskName] | [TaskDescription] | [TaskQuantity] | [TaskRate] | [TaskTaxAmount] | [TaskAmount] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Products** | | **Quantity** | **Rate** | **Tax** | **Amount** |
| [ProductSKU] | [ProductName] | [ProductQuantity] | [ProductRate] | [ProductTaxAmount] | [ProductAmount] |

|  |  |  |
| --- | --- | --- |
|  | Subtotal | [QuoteTotal] |
| GST | [QuoteTax] |
| **Total** | **[QuoteTotalIncTax]** |

**QUOTE OPTIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task Options** | | **Quantity** | **Rate** | **Tax** | **Amount** |
| [TaskName] | [TaskDescription] | [TaskQuantity] | [TaskRate] | [TaskTaxAmount] | [TaskAmount] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product Options** | | **Quantity** | **Rate** | **Tax** | **Amount** |
| [ProductSKU] | [ProductName] | [ProductQuantity] | [ProductRate] | [ProductTaxAmount] | [ProductAmount] |

Quote **[QuoteNumber]** Accepted:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |