|  |  |  |
| --- | --- | --- |
| **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:** |  |