|  |  |  |
| --- | --- | --- |
| INSERT COMPANY LOGO | Address: |  |
| Telephone: |  |
| Email: |  |
| VAT Number: |  |
| Company Number: |  |

|  |  |  |
| --- | --- | --- |
| **Customer Details** |  | **Site Details** |
|  |  |  |

|  |  |
| --- | --- |
| **Quotation Details** |  |
| **Quotation: #** |  |
| **Date:** | **Order Number:** |
| **Prepared by:** | **Upgraded Job Number:** |

|  |
| --- |
| **Description** |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Quantity** | **Sell** | **Discount** | **VAT** | **Total (Ex VAT)** |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Total Excluding VAT:** |  |
| **Discounted Amount:** |  |
| **VAT Amount:** |  |
| **Total Including VAT:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assets** | | | |
| **Number** | **Description** | **Location** | **Action Required Notes** |
|  |  |  |  |

|  |
| --- |
| **Notes** |
|  |