

[Insert Company Name]

ABN: [insert ABN]

[Company Contact Person]

[Company Address]

Phone [Phone Number]

Fax [Fax Number]

QUOTATION

QUOTE [QUOTE NUMBER]

ISSUE DATE: [QUOTE ISSUE DATE]

EXPIRY DATE: [QUOTE EXPIRY DATE]

BUILDING REGISTRATION NO/CAL ACCREDITATION [INSERT]

TO:

[Name]

[Street Address]

[Suburb STATE Post Code]

[Phone Number]

Address (where works are to be carried out):[enter client property address details]

Expected Commencement DATE of works: [commencement date]

Expected completion DATE of works: [completion date]

QUANTITY	DESCRIPTION	UNIT PRICE	GST	TOTAL
	[Complete All Table Fields]			

Payment terms and conditions: [eg. strictly 7 days, payment on completion, etc.]

Northern Territory Government Jobs Rescue and Recovery Plan voucher will be accepted as (part) payment, subject to Program Terms and Conditions, available at <https://business.nt.gov.au/recovery>.

SUBTOTAL (EX
GST)

GST

TOTAL DUE

If you have any questions concerning this quote, contact: [Insert Name] at [Phone Number] or [Email Address]

THANK YOU FOR YOUR BUSINESS!