



mate

Job #

Date:

Customer Name:

Address:

Phone:

Job Description:

Quote template

by Simply Business Editorial Team

About Simply Business

We're one of the UK's largest business insurance providers. Since we started life in 2005, we've helped three million small businesses and self-employed people find the protection that's right for them, from builders to bakers and personal trainers (we cover landlords, too).

How does it work?

Answer a few questions about your business and we'll show you quotes from a range of insurers. After you buy, our Northampton-based team will be with you through every step of your cover, whether you have questions about your policy or you need to make a claim.

Quote template

When completing your quote for a customer you'll need to outline the materials and labour the job will need, plus other overheads such as transport and waste.

Give as much detail as possible. This should include a clear description of the work, as well as estimates of all the materials and how long you think the job will take.

At this stage of the job you'll be working on estimates, but it's important to build in a margin for things to go wrong or take longer than expected.

It's also important to fill out the terms and conditions section with any details on when the quote will expire and what happens if there are unforeseen costs.

If you need information on how to work out your quote, refer back to our guide on [how to price a job as a contractor](#).

Image credits

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