

Construction quote

A quote the client can read once and still agree with when the invoice arrives.

Quote number		Client name	
Date issued		Site address	
Valid until		Client phone / email	
Prepared by		Job reference	

1. Scope of works

Describe what is included in plain words. One line per stage or trade. The more specific this section is, the fewer disputes there are later.

ITEM	DESCRIPTION OF WORK	QTY	UNIT	RATE (EX GST)	TOTAL (EX GST)
1					
2					
3					
4					
5					
6					
7					
8					

2. Allowances and provisional sums

Items where the final cost is not yet known (tiles, fittings, excavation to an unknown depth). State the allowance, and that any difference is charged or credited at cost.

ALLOWANCE FOR	AMOUNT ALLOWED (EX GST)	HOW THE FINAL COST WILL BE CONFIRMED

3. Exclusions

What this quote does not cover. If it is not written here, the client will assume it is included.

- ☐ Council consent fees and any consent-related drawings or engineering
- ☐ Removal of asbestos, contaminated soil or unforeseen ground conditions

- ☐ Connection fees for power, water, gas or data
- ☐ Landscaping, driveways and fencing beyond what is listed in section 1
- ☐ Items supplied by the client, including delivery and storage
- ☐ Work on existing structures not shown as part of this scope
- ☐ Other:

4. Price summary

	AMOUNT
Works, sections 1 and 2 (ex GST)	
Contingency (if agreed)	
Subtotal (ex GST)	
GST at 15%	
Total quoted price (incl GST)	

5. Variations

Any change to the scope above, whether asked for by the client or caused by something found on site, is priced and written up as a variation before the work is done. Variations are only started once the client has approved them in writing. A variation approval form is supplied with this quote.

6. Payment terms

STAGE	TRIGGER	% OF TOTAL	DUE
Deposit	On acceptance		
Progress claim 1			
Progress claim 2			
Final	Practical completion		

Invoices are payable within 7 days of the invoice date unless otherwise stated. Retentions, if any, are stated here: _____

7. Programme

Estimated start: _____ Estimated duration: _____ Dependent on: consent, materials lead time, weather, site access.

8. Acceptance

I accept this quote, including the scope, exclusions, allowances, variation process and payment terms set out above.

Client signature	_____	Contractor signature	_____
Name	_____	Name	_____
Date	_____	Date	_____