Air conditioning quote template

Air conditioning quote layout (split system install)

QUOTE

[Business name] · ABN [00 000 000 000] · ARC licence [number] · Electrical licence [number]
[Phone] · [Email]

Quote number: Q-[number]
Date: [date]
Valid until: [date, e.g. 30 days]

For: [Customer name]
Job address: [Street, suburb, state, postcode]
Access: [single / double storey, wall type, where the outdoor unit goes]

THE JOB

Supply and install a [brand, model, kW] split system in the [room]. Indoor unit on the [wall], outdoor unit on [brackets / slab] at the [location]. Up to [number] metres of pipe run included. Connect, pressure and leak test, commission, and show you how to use it.

INCLUDED

• Indoor and outdoor unit: [brand, model, kW]	$____
• Pipe, cable and fittings, up to [number] m	$____
• Brackets or outdoor slab	$____
• Condensate drain	$____
• Electrical connection to [existing / new] circuit	$____
• Labour: install, test and commission	$____

NOT INCLUDED

• Switchboard upgrade or a new circuit, if the existing board can't take the load (quoted before we start)

• Pipe run beyond [number] m:	$____ per metre

• Removing the old unit, unless listed above
• Making good plaster, paint or render
• Body corporate or strata approval

PRICE

Unit: $____
Installation: $____
Electrical: $____
TOTAL: $____ including GST

PAYMENT

Deposit: $____ to order the unit and book the install
Balance: due [on completion / 7 days from the invoice]
Bank transfer: BSB [000-000], account [00000000], reference Q-[number]

CHANGES

Any extra work is quoted in writing and agreed before we do it.

This is a fixed-price quote. To go ahead, reply to this email or ring [phone].

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Air conditioning tax invoice template

Air conditioning tax invoice layout

TAX INVOICE

[Business name] · ABN [00 000 000 000] · ARC licence [number] · Electrical licence [number]
[Phone] · [Email]

Invoice number: INV-[number]
Date issued: [date]
Due date: [date]
Your quote number: Q-[number]

Bill to: [Customer or business name], ABN [if a business]
Job address: [Street, suburb, state, postcode]

WORK DONE

Split system: [brand, model, kW] x 1	$____

Indoor serial [number] · Outdoor serial [number]

Pipe, cable and fittings: [number] m	$____
Extra pipe run: [number] m at $____ per m	$____
Brackets / slab, condensate drain	$____
Electrical connection	$____
Labour: install, test and commission, [date]	$____

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____
Less deposit paid: $____
BALANCE DUE: $____

Next service due: [month, year]

HOW TO PAY

Bank transfer: BSB [000-000], account [00000000], reference INV-[number]
Please pay by [due date].

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