Appliance repair quote template

Appliance repair quote layout

QUOTE

[Business name] · ABN [00 000 000 000]
Electrical licence [type and number] · Gas licence [if any]
[Phone] · [Email]

Quote number: Q-[0000]
Date: [date]
Valid until: [date]

For: [Customer name]
Address: [Street, suburb, state, postcode]

THE APPLIANCE

[Brand] front-loading washing machine
Model [number] · Serial [number] · About [__] years old
Customer reported: won't drain, shows error code [__]
We found: [drain pump has failed]

THE REPAIR

Order and fit a new drain pump, [genuine / compatible], part [number]. Test a full cycle.

PRICE

Call-out and diagnosis, [date] (already paid): $____
Drain pump, part [number]: $____
Labour to fit and test, second visit: $____
TOTAL for the repair: $____ including GST

REPAIR OR REPLACE

The repair cost is [close to / well under] the price of a new machine. The choice is yours. If you'd rather not repair it, you only pay the call-out.

NOT INCLUDED

- Any other fault found once the pump is replaced (we'll ask you first)
- Moving the machine, or unstacking a washer and dryer, unless listed
- Plumbing or electrical work outside the appliance

PAYMENT

Part payment: $____ before we order the part
Balance: due on the day of the repair
Bank transfer: BSB [000-000], account [00000000], reference Q-[0000]

This is a fixed-price quote for the repair listed. To go ahead, reply to this message or ring [phone].

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Appliance repair tax invoice template

Call-out tax invoice (first visit)

TAX INVOICE

[Business name] · ABN [00 000 000 000]

Invoice number: INV-[0000]
Date issued: [date]
Due date: [on the day]

Bill to: [Customer name]
Address: [Street, suburb, state, postcode]
Appliance: [Brand] [type] · Model [number] · Serial [number]

Call-out and diagnosis, [date], [__] minutes on site	$____

TOTAL including GST: $____
GST included: $____

Fault found: [drain pump has failed]. Repair quote Q-[0000] sent [date].

Repair tax invoice (second visit)

TAX INVOICE

[Business name] · ABN [00 000 000 000]
Electrical licence [type and number] · Gas licence [if any]
[Phone] · [Email]

Invoice number: INV-[0000]
Date issued: [date]
Due date: [date]
Your quote number: Q-[0000]

Bill to: [Customer or business name], ABN [if a business]
Address: [Street, suburb, state, postcode]
Appliance: [Brand] [type] · Model [number] · Serial [number]

WORK DONE

Drain pump, part [number] x 1	$____
Labour to fit and test, [date]	$____

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____
Less part payment on [date]: $____
BALANCE DUE: $____

HOW TO PAY

Bank transfer: BSB [000-000], account [00000000], reference INV-[0000]
Please pay by [due date].

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