Bricklaying quote template

Brick front fence quote layout

QUOTE

[Business name] · ABN [00 000 000 000] · Licence [number, state]
[Phone] · [Email]

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

For: [Customer name]
Job address: [Street, suburb, state, postcode]
Site access: [mixer access, where the bricks get dropped, slope]

THE JOB

Set out and dig footings for about [__] m of front fence. Pour reinforced concrete footings. Lay a [__] mm high face brick fence in [brand, range, colour] with [number] piers and [capping type], in [colour] mortar, with a brick letterbox pier. Clean down the brickwork on completion.

INCLUDED

- Set-out and footing excavation, about [__] m
- Concrete footings with reinforcement
- Bricks: [brand, range, colour], about [number]
- Mortar: [colour]
- Piers: [number], with [capping type]
- Letterbox pier: [details]
- Clean-down and removal of spoil and offcuts

NOT INCLUDED

- Removing the existing fence, unless listed above
- Rock, old footings or tree roots found when digging (quoted in writing before we remove them)
- Moving or repairing underground services
- Gates, steel or timber infill panels, and render or paint
- Council or certifier approval and engineering, if the fence or any retaining needs it

PRICE

Footings (excavation, concrete, reinforcement): $____
Bricks and mortar supplied: $____
Labour: $____
Capping and letterbox: $____
Clean-down and spoil removal: $____
TOTAL: $____ including GST

PAYMENT

Deposit: $____ to book the start date
Balance: due [7 or 14] days from the invoice
Bank transfer: BSB [000-000], account [00000000], reference Q-[number]

BEFORE WE START

We lodge the Before You Dig Australia request before digging footings. Please clear the fence line and leave room on the verge for the brick drop.

CHANGES

Any change to the job 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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Bricklaying tax invoice template

Tax invoice layout

TAX INVOICE

[Business name] · ABN [00 000 000 000] · Licence [number]
[Phone] · [Email]

Invoice number: INV-[number]
Date issued: [date]
Due date: [date]
Your quote number: Q-[number]
Builder's job or purchase order number: [if subbing]

Bill to: [Customer name] / [Builder business name], ABN [number]
Job address: [Street, suburb, state, postcode]

WORK DONE

Footings: [__] m, excavation, concrete, reinforcement	$____
Bricks [brand, colour], about [number], and mortar	$____
Labour: [__] m of fence, [number] piers, [dates]	$____
Capping and letterbox pier	$____
Clean-down and spoil removal	$____
Variation V-[number]: [rock in footings] (approved [date])	$____

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

HOW TO PAY

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

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