Builder quote template

Builder quote layout (bathroom renovation)

QUOTE

[Business name] · ABN [00 000 000 000] · Builder's licence [number]
[Phone] · [Email]

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

For: [Client name]
Site address: [Street, suburb, state, postcode]
Based on: [plans, drawings or site visit on (date)]
Site access: [parking, skip bin position, working hours, home occupied or not]

THE SCOPE

1. Demolition and removal of the existing bathroom	$____
2. Framing and wall repairs	$____
3. Plumbing rough-in and fit-off (licensed plumber)	$____
4. Electrical rough-in and fit-off (licensed electrician)	$____
5. Waterproofing and certificate	$____
6. Wall and floor linings	$____
7. Tiling: [area in m2]	$____

8. Fixtures fitted: [vanity, toilet, shower screen by brand, model] $____

9. Clean-up and rubbish removal	$____

ALLOWANCES (can change once chosen)

Prime cost: tapware allowance	$____
Prime cost: tile allowance per m2	$____
Provisional sum: [work that can't be priced yet]	$____

NOT INCLUDED

- Council approvals or permits, unless listed above
- Engineering or structural changes
- Asbestos testing and removal
- Painting or making good outside the bathroom
- Rot, termite damage or faults found behind walls (quoted in writing as a variation)

PRICE

TOTAL: $____ including GST

PAYMENT

Deposit: $____ ([%] of the contract price, within the state limit)
Progress payments:

• Demolition and framing complete:	$____
• Waterproofing complete:	$____
• Tiling complete:	$____
• Practical completion:	$____

Bank transfer: BSB [000-000], account [00000000], reference Q-[number]

Free template from LeadAI (leadai.com.au). Check the rules for your state and your licence before you use it.

VARIATIONS

Any change is put in writing, priced and signed before we do the work.

This is a fixed-price quote, except the allowances listed. To go ahead, reply to this email or ring [phone] and we'll send the contract.

Free template from LeadAI (leadai.com.au). Check the rules for your state and your licence before you use it.

Builder tax invoice template

Builder progress payment tax invoice layout

TAX INVOICE: PROGRESS PAYMENT [number]
[Business name] · ABN [00 000 000 000] · Builder's licence [number]
[Phone] · [Email]

Invoice number: INV-[number]
Date issued: [date]
Due date: [date, as set in the contract]
Contract / quote number: [number]

Bill to: [Client name], ABN [if a business]
Site address: [Street, suburb, state, postcode]

THIS STAGE

Stage [number]: [e.g. waterproofing complete], completed [date]	$____
Variation [number]: [description, signed (date)]	$____
Prime cost adjustment: [item, allowance vs actual]	$____

Subtotal (excluding GST): $____
GST (10%): $____
THIS INVOICE including GST: $____

CONTRACT SUMMARY

Contract price including GST: $____
Approved variations to date: $____
Paid to date (including deposit): $____
This invoice: $____
Remaining after this invoice: $____

HOW TO PAY

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

Free template from LeadAI (leadai.com.au). Check the rules for your state and your licence before you use it.