# Cabinet maker quote template

*Cabinet maker quote layout*

### QUOTE

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

Quote number: Q-[0000]
Date: [date]
Valid until: [date]
Based on drawings: [drawing number], dated [date]

For: [Customer name]
Job address: [Street, suburb, state, postcode]
Access: [stairs / parking / lift]

### 1. KITCHEN

Carcasses: [board type and colour], [edging]
Doors and panels: [material and finish], [colour]
Handles: [brand and model / push-to-open]
Hinges and drawers: [brand], soft close, [number] drawers
Extras: [bin pull-out, pantry inserts, LED strip lighting]
Benchtop: [material, thickness, edge] [or: by others]
Supply and install, including end panels, kickboards and fillers

### 2. MAIN BEDROOM BUILT-IN WARDROBE

Carcasses: [board type and colour]
Doors: [hinged / sliding], [material and finish]
Inside: [hanging rails, shelves, drawers] as per drawing
Supply and install

### NOT INCLUDED

• Plumbing and electrical connections (licensed plumber and electrician)
• Tiling and splashbacks
• Removing and disposing of the old kitchen [unless listed]
• Making good walls, floors and ceilings, and painting
• Appliances
• Benchtop [if by others]

### PRICE

1. Kitchen, supply and install: $____
2. Wardrobe, supply and install: $____
TOTAL: $____ including GST

### PAYMENT STAGES

Deposit, on signing: $____
On [carcasses delivered to site]: $____
On completion of installation: $____
Each stage invoiced and due [7] days from the invoice.
Bank transfer: BSB [000-000], account [00000000], reference Q-[0000]

### VARIATIONS

Any change to the drawings, materials or hardware is quoted in writing and agreed before we make it.

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

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# Cabinet maker tax invoice template

*Deposit or progress payment tax invoice*

TAX INVOICE: [DEPOSIT / PROGRESS PAYMENT 2]
[Business name] · ABN [00 000 000 000] · Licence [number and state]
[Phone] · [Email]

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

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

| | |
|---|---|
| [Deposit on signing / Stage 2: carcasses delivered to site on (date)], as per contract Q-[0000] | $____ |

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

Contract total including GST: $____
Paid to date: $____
Remaining after this invoice: $____

Bank transfer: BSB [000-000], account [00000000], reference INV-[0000]

*Final tax invoice*

TAX INVOICE: FINAL
[Business name] · ABN [00 000 000 000] · Licence [number and state]

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

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

### WORK DONE

| | |
|---|---|
| 1. Kitchen, supplied and installed as per drawing [number] | $____ |
| 2. Main bedroom wardrobe, supplied and installed | $____ |
| Variation V-[01], approved [date]: [change, e.g. extra drawer bank] | $____ |

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____
Less deposit paid (INV-[0000]): $____
Less progress payment paid (INV-[0000]): $____
BALANCE DUE: $____

### HOW TO PAY

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

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