Carpentry quote template

Carpentry quote layout (new deck)

QUOTE

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

Quote number: Q-[0000]
Date: [date]
Valid until: [date, e.g. 30 days]

For: [Customer name]
Job address: [Street, suburb, state, postcode]
Access: [side access, timber storage, power on site]

THE JOB

Build a new [length] m x [width] m deck off the back door, [height] m off the ground, with [steps / balustrade].

1. FOOTINGS AND SUBFLOOR

Set out, [number] footings, posts, bearers and joists in

[species, grade, treatment]	$____

2. DECKING

[area] m² of [species / composite, board size], fixed with

[fixing type, brand]	$____

3. STEPS AND BALUSTRADE

[number] steps; balustrade [length] m in [material],

at least 1 m high where the fall is 1 m or more	$____

4. FINISH

[oil / stain, brand, coats]	$____

5. SITE

Clean-up and removal of offcuts and rubbish	$____

INCLUDED

- All timber, fixings and hardware listed above
- Labour to build and finish as described

NOT INCLUDED

- Council approval or engineering, if needed
- Electrical work (lights, power points) and plumbing
- Painting or making good to the house
- Rot, termite damage or services found once work starts (quoted in writing before we go on)

PRICE

Labour: $____
Materials: $____
TOTAL: $____ including GST

PAYMENT

Deposit: $____ to book the start date

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

Progress payment: $____ when the subfloor is complete
Balance: due [7 or 14] days from the final invoice
Bank transfer: BSB [000-000], account [00000000], reference Q-[0000]

VARIATIONS

Any change is quoted on a written variation and signed by both of us before we do the work.

This is a fixed-price quote. To go ahead, sign below or reply to this email.

Accepted by: _____ Date: _____

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

Carpentry tax invoice template

Carpentry progress claim

TAX INVOICE: PROGRESS CLAIM [1] of [2]
[Business name] · ABN [00 000 000 000] · Licence [number]

Invoice number: INV-[0000]
Date issued: [date]
Due date: [date]
Your quote number: Q-[0000]
Bill to: [Customer name], [job address]

Stage completed: footings and subfloor, finished [date]

This stage	$____

GST (10%): $____
THIS CLAIM including GST: $____

Quote total including GST: $____
Paid to date (including deposit): $____
Remaining after this claim: $____

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

Carpentry final tax invoice

TAX INVOICE

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

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

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

WORK DONE

New deck as quoted, [length] m x [width] m	$____
Variation V-[01]: [replace rotten joists, signed date]	$____
Variation V-[02]: [extra step, signed date]	$____

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____
Less deposit paid [date]: $____
Less progress claims paid: $____
BALANCE DUE: $____

HOW TO PAY

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