Concrete quote template

Concrete driveway 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: [where the truck parks, pump needed yes / no, side access width]

THE JOB

Remove the existing [lawn / old concrete / gravel] and pour a new [plain / coloured / stamped / exposed aggregate] concrete driveway of about [__] m², [__] mm thick, on a compacted base, with [mesh type] reinforcement. Cut control joints and [seal with (product), (number) coats / leave unsealed].

INCLUDED

- Set-out, excavation and removal of about [__] m³ of spoil
- Formwork
- Road base, compacted
- Reinforcement mesh [type] on bar chairs
- About [__] m³ of [__] MPa concrete, [colour or aggregate]
- Concrete pump, [__] hours (if needed)
- Placing, finishing and control joints
- Sealer: [product], [number] coats
- Clean-up and removal of formwork

NOT INCLUDED

- Council crossover (footpath) permit and fees, unless listed above
- Rock, tree roots or old footings found under the surface (quoted in writing before we remove them)
- Moving or repairing underground services found during excavation
- Drainage or stormwater work, unless listed above
- Making good to lawns, gardens or paths beside the new concrete

PRICE

Excavation, spoil removal and base: $____
Formwork and reinforcement: $____
Concrete supply: $____
Pump hire: $____
Labour (place, finish, cut joints): $____
Sealing: $____
TOTAL: $____ including GST

PAYMENT

Deposit: $____ to book the pour
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 excavation. [The customer / we] apply for the council crossover permit.

WEATHER

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If rain or temperature means the pour can’t go ahead, we’ll move it to the next suitable day and tell you before the day.

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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Concrete tax invoice template

Deposit 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, before the pour]
Your quote number: Q-[number]

Bill to: [Customer name]
Job address: [Street, suburb, state, postcode]

Deposit for the [__] m² [finish] driveway as quoted: $____
GST included in this amount: $____
DEPOSIT DUE: $____

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

Final 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]

Bill to: [Customer name]
Job address: [Street, suburb, state, postcode]

WORK DONE

Excavation, spoil removal and base, [__] m²	$____
Formwork and reinforcement	$____
Concrete supply, [__] m³ [__] MPa [colour]	$____
Pump hire, [__] hours	$____
Labour: place, finish, cut joints, [pour date]	$____
Sealing, [product], [number] coats	$____
Variation V-[number]: [what changed] (approved [date])	$____

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

HOW TO PAY

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

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