Electrical quote template

Electrical quote layout (switchboard upgrade)

QUOTE

[Business name] · ABN [00 000 000 000] · Electrical contractor licence [number]
[Phone] · [Email]

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

For: [Customer name]
Job address: [Street, suburb, state, postcode]
Access: [Meter box location, roof space access, tenant contact if a rental]

THE JOB

Replace the existing switchboard with a new [brand and model] board. Fit [number] safety switches (RCDs) to protect [all power and lighting circuits]. Label every circuit, test the installation and issue the [CCEW / COES / certificate of testing and compliance].

INCLUDED

• New switchboard enclosure: [brand, model]	$____
• Safety switches (RCDs) x [qty]: [brand, model]	$____
• Circuit breakers x [qty]	$____
• Labour: remove old board, install and connect new board	$____
• Testing, labelling and compliance certificate	$____

NOT INCLUDED

• Making good plaster, paint or render around the board
• Work by the network distributor (meter changes, mains or service fuse)
• Removing asbestos from the old meter board
• Faults found on existing circuits once the board is opened (quoted in writing before we fix them)

PRICE

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

PAYMENT

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

CHANGES

Any extra work 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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Electrical tax invoice template

Electrical tax invoice layout

TAX INVOICE

[Business name] · ABN [00 000 000 000] · Electrical contractor licence [number]
[Phone] · [Email]

Invoice number: INV-[number]
Date issued: [date]
Due date: [date]
Your quote number: Q-[number]
Certificate: [CCEW / COES / certificate number]

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

WORK DONE

Switchboard enclosure: [brand, model] x 1	$____
Safety switches (RCDs): [brand, model] x [qty]	$____
Circuit breakers x [qty]	$____
Labour: [what was done, date]	$____
Testing, labelling and certificate	$____
Variation [number]: [extra work agreed in writing]	$____

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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