Fencing quote template

Shared boundary fence 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. 45 days from today]

For: [Owner 1 name], [address]
and: [Owner 2 name], [address]
Fence line: [rear / side] boundary between [address] and [address]
Site access: [side access, slope, where materials go]

THE JOB

Remove and dispose of about [__] m of old [timber paling] fence. Supply and install [__] m of new [brand, profile, colour] steel fencing, [__] m high, with posts at [__] m centres concreted in, and [__] [plinths / no plinths]. Supply and install [number] [single / double] gate(s) with [latch and hinge type].

INCLUDED

• Removal and disposal of the old fence (not fibro)
• Posts, rails and panels: [brand, colour]
• Post holes and concrete footings
• Plinths: [type, height] (if listed)
• Gate(s) and hardware: [details]
• Clean-up of the fence line

NOT INCLUDED

• Old fibro fencing (possible asbestos): tested and removed by a licensed removalist, quoted separately
• Rock, old footings or roots in post holes (quoted in writing before we do the extra work)
• Moving or repairing underground services
• Retaining walls, levelling or vegetation clearing along the fence line
• Council or certifier approvals, if the fence needs them

PRICE

Old fence removal and disposal: $____
Materials (posts, rails, panels, plinths): $____
Gate(s) and hardware: $____
Labour: $____
TOTAL: $____ including GST

SPLIT (if agreed between the owners)
[Owner 1]: $____ including GST
[Owner 2]: $____ including GST

PAYMENT

Deposit: $____ from [each owner / Owner 1] to book the install
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 digging post holes.

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, each owner can reply to this email or ring [phone].

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Fencing tax invoice template

Tax invoice layout (one owner's share)

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: [Owner name]
Address: [Street, suburb, state, postcode]
Job: [rear / side] boundary fence between [address] and [address]

WORK DONE (whole fence)

Old fence removal and disposal, [__] m	$____
[Brand, colour] fencing, [__] m at [__] m high	$____
Gate(s) and hardware	$____
Labour, installed [date]	$____
Variation V-[number]: [rock in post holes] (approved [date])	$____

Whole fence, including GST: $____

YOUR SHARE ([50]% as agreed)
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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