Glazing quote template

Glazing 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]

For: [Customer name]
Job address: [Street, suburb, state, postcode]
Access: [ground floor / second storey / stairs / parking]
Insurer and claim number: [if any]

THE JOB

1. Rear sliding door, fixed panel: remove the broken glass, clean out the frame and fit new [6.38 mm laminated / toughened] safety glass, [size] mm.
2. Main bathroom: supply and install a frameless shower screen, [10 mm] toughened safety glass, [panel sizes] mm, [brand] hinges and channel in [finish].

INCLUDED

- Glass and hardware as listed
- Labour to remove and install
- Taking away the broken and old glass
- Silicone and sealing

NOT INCLUDED

- Repairs to frames, sashes, tracks or locks
- Making good paint, render or tiles
- Board-up or after-hours call-out (quoted separately)
- Scaffolding or lifting gear, if needed
- Any extra work found once the old glass is out (quoted in writing before we do it)

PRICE

1. Glass and labour, door panel: $____
2. Shower screen, glass and hardware: $____
Installation: $____
TOTAL: $____ including GST

PAYMENT

Deposit: $____ to order the glass
Balance: due [7 or 14] days from the invoice
Bank transfer: BSB [000-000], account [00000000], reference Q-[0000]

CHANGES

Any change to the job is quoted in writing and agreed before we do it.

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

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Glazing tax invoice template

Glazing tax invoice layout

TAX INVOICE

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

Invoice number: INV-[0000]
Date issued: [date]
Due date: [date]
Your quote number: Q-[0000]
Insurer and claim number: [if any]

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

WORK DONE

Rear sliding door panel: [6.38 mm laminated] safety glass, [size] mm, supplied and fitted, old glass removed	$____
Frameless shower screen: [10 mm] toughened safety glass, [panel sizes] mm, [brand] hinges and channel	$____
Installation labour, [date]	$____

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

HOW TO PAY

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

Deposit invoice (to order the glass)

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

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

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

Deposit for [the job], as per quote Q-[0000] (total $____ including GST)	$____

GST included in this deposit: $____

We order the glass once the deposit is paid.
Bank transfer: BSB [000-000], account [00000000], reference INV-[0000]

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