Handyman quote template

Handyman job list quote layout

QUOTE

[Business name] · ABN [00 000 000 000] · Licence [number, state, if held]
[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]
Access: [keys, parking, who's home]

THE JOB LIST

1. Mount customer's [size] TV on a [brand, model] wall bracket, [plasterboard / brick] wall, cables tidied in [cover type] Fixed $____
2. Assemble [brand, item] flat-pack wardrobe, [bedroom] Fixed $____
3. Fix sticking [laundry] door: plane, adjust hinges, replace latch with [brand, model] Fixed $____
4. Patch [number] holes in plasterboard, [room], ready for paint Fixed $____
5. Hang [number] pictures and [number] mirror, [rooms] Hourly: $____ an hour, about [__] hours
6. Clean gutters, [single / two] storey Fixed $____

MATERIALS

Supplied by us: [bracket, latch, patching compound, fixings]	$____

Supplied by you: [TV, wardrobe, pictures, mirror]

NOT INCLUDED

• Electrical work, such as a new power point behind the TV (needs a licensed electrician)
• Plumbing and gas work (needs a licensed plumber or gas fitter)
• Painting beyond the patched area
• Any job not on the list above (quoted before we do it)

If we find material that may contain asbestos, we stop work in that area and tell you. Testing and removal are by a licensed removalist and not included.

PRICE

Fixed-price jobs: $____
Hourly jobs (estimate): $____
Materials: $____
Minimum charge or call-out (if it applies): $____
TOTAL: $____ including GST
(Hourly lines are an estimate and are invoiced on the time taken. We'll tell you before going over.)

PAYMENT

Due [on completion / 7 days from the invoice]
Bank transfer: BSB [000-000], account [00000000], reference Q-[number]

To go ahead, reply to this email or ring [phone].

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

Handyman tax invoice template

Tax invoice layout

TAX INVOICE

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

Invoice number: INV-[number]
Date issued: [date]
Due date: [date]
Your quote number: Q-[number]
Agent work order: [number, if a property manager booked it]

Bill to: [Customer name] / [Owner name] c/- [Agency name]
Job address: [Street, suburb, state, postcode]

WORK DONE ([date])

1. TV mounted on [brand, model] bracket	$____
2. [Brand, item] wardrobe assembled	$____
3. [Laundry] door planed, hinges adjusted, new latch	$____
4. [Number] plasterboard patches, [room]	$____
5. Pictures and mirror hung: [__] hours at $____ an hour	$____
6. Gutters cleaned, [single / two] storey	$____
Materials: [bracket, latch, fixings, compound]	$____

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____
Less deposit paid (if any): $____
BALANCE DUE: $____

HOW TO PAY

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