Landscaping quote template

Landscaping quote layout

QUOTE

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

Quote number: Q-[0000]
Date: [date]
Valid until: [date, e.g. 30 days]

For: [Customer name]
Job address: [Street, suburb, state, postcode]
Access: [side access width, machinery, where materials are dropped]

THE JOB

Build a block retaining wall along the back fence, pave the new level area and turf the remaining yard.

1. RETAINING WALL

[length] m long x [height] m high, [block type, size, colour]
Excavation, compacted base, ag pipe and drainage gravel behind

the wall, backfill	$____

2. PAVING

[area] m², [paver range, size, colour]
Excavate, compacted road base, bedding sand, lay, cut,

edge restraint, joint sand	$____

3. TURF

[area] m², [turf variety], soil prep and underlay	$____

4. WASTE

Removal of spoil and green waste, [tonnes or loads]	$____

INCLUDED

- Machinery hire and operator
- All materials listed above
- Clean-up at the end of the job

NOT INCLUDED

- Engineering design or certification (walls over [height] or near structures may need it)
- Council approval, if needed
- Before You Dig check: [we book it / you book it]
- Rock, tree roots or services found during excavation (quoted in writing before we go on)
- Moving or repairing buried services, irrigation or fences

PRICE

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

PAYMENT

Deposit: $____ to book the start date

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Progress payment: $____ when the wall is complete
Balance: due [7 or 14] days from the final 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. To go ahead, reply to this email, sign below or pay the deposit.

Accepted by: _____ Date: _____

Mowing and garden round quote (short version)

QUOTE: REGULAR GARDEN MAINTENANCE
[Business name] · ABN [00 000 000 000] · [Phone]

For: [Customer name], [job address]
Visits: [weekly / fortnightly] from [date], [summer and winter frequency]

Each visit includes:
• Mow front and back lawns, edge paths and garden beds
• Blow down paths and driveway
• Take away clippings: [yes / no]

Price per visit: $____ including GST
Extra work (hedges, tidy-ups, green waste): quoted before we do it
Invoiced: [each visit / monthly], due [7] days from the invoice

To cancel or skip a visit, text [phone] at least [24 hours] before.

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Landscaping tax invoice template

Landscaping tax invoice layout (construction, with progress payments)

TAX INVOICE

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

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

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

WORK DONE

1. Retaining wall, [length] m x [height] m, [block type]	$____
2. Paving, [area] m², [paver range]	$____
3. Turf, [area] m², [variety]	$____
4. Spoil and green waste removal	$____
Variation V-[01]: [rock removal, agreed in writing, date]	$____

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

HOW TO PAY

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

Mowing and garden round invoice (monthly)

TAX INVOICE

[Business name] · ABN [00 000 000 000] · [Phone]

Invoice number: INV-[0000]
Date issued: [date]
Due date: [date]
Bill to: [Customer name], [job address]

VISITS FOR [MONTH]

[date]: mow, edge, blow down	$____
[date]: mow, edge, blow down	$____
[date]: hedge trim (extra, agreed [date])	$____

Total price includes GST: $____

HOW TO PAY

Bank transfer: BSB [000-000], account [00000000], reference INV-[0000]

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