Painting quote template

Painting quote layout

QUOTE

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

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

For: [Customer name]
Job address: [Street, suburb, state, postcode]
Home: [single / double storey], built about [year]

THE JOB

Interior repaint of [3 bedrooms, hallway and living room].

ROOM BY ROOM

Bedroom 1: walls, ceiling, door and frame, skirting	$____
Bedroom 2: walls, ceiling, door and frame, skirting	$____
Bedroom 3: walls, ceiling, door and frame, skirting	$____
Hallway: walls, ceiling, 4 doors and frames	$____
Living room: walls, ceiling, window frames, skirting	$____

PREP (all rooms)
Wash down, sand, fill cracks and nail holes, spot-prime

patched areas, cover floors and furniture	$____

PAINT

Walls: [brand, product, sheen], 2 coats, colour [name]
Ceilings: [brand, product], 2 coats, [colour]
Doors and trims: [brand, product, sheen], 2 coats, [colour]

Paint supplied by: [us / you]	$____

INCLUDED

- All prep listed above
- Paint and materials as listed
- Drop sheets, masking and clean-up each day
- Removal of empty paint tins and rubbish

NOT INCLUDED

- Lead paint testing or removal (if the home was built before 1970, we'll discuss this before starting)
- Repairs to rotten timber, cracked plaster or water damage beyond minor filling (quoted in writing if found)
- Moving heavy furniture
- Colour changes after work has started

PRICE

Labour: $____
Paint and materials: $____
TOTAL: $____ including GST

PAYMENT

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

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,
sign below or pay the deposit.

Accepted by: _____ Date: _____

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Painting tax invoice template

Painting tax invoice layout

TAX INVOICE

[Business name] · ABN [00 000 000 000] · Licence / registration [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

Interior repaint as quoted: [rooms], prep, 2 coats

Labour	$____
Paint and materials: [brand, product, litres]	$____
Variation V-[01]: [extra work agreed in writing, date]	$____

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

HOW TO PAY

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

Progress invoice line (for staged jobs)

PROGRESS CLAIM [2] of [3]
Stage completed: [exterior walls, eaves and trims], finished [date]

This stage	$____

GST (10%): $____
THIS CLAIM including GST: $____
Paid to date: $____
Remaining on the quote after this claim: $____

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