Pest control quote template

Pest control quote layout (termite baiting)

QUOTE

[Business name] · ABN [00 000 000 000]
Pest management licence [number] · Timber pest licence [number]
[Phone] · [Email]

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

For: [Customer name]
Property: [Street, suburb, state, postcode]
Inspection: [date], report number [R-0000]

WHAT WE FOUND

[Live termite activity in the front door frame and garage skirting. No activity found in the roof void or subfloor.]

THE TREATMENT

1. Install [number] in-ground bait stations around the house,

[product / system name]	$____
2. Install above-ground bait stations at the active areas	$____

3. Monitoring visits: every [interval] until activity

stops, [number] visits included	$____
4. Written report after the final visit	$____

CUSTOMER PREP

We'll send a prep sheet before the first visit. Please keep pets inside and give us access to [garage, subfloor].

INCLUDED

- All bait stations, bait and labour listed above
- The monitoring visits listed above
- Written report at the end

NOT INCLUDED

- Repairs to timber or building damage caused by termites
- Areas we couldn't reach at inspection (listed in the report)
- Monitoring visits beyond those listed (quoted before we do them)
- Treating neighbouring properties

PRICE

TOTAL: $____ including GST

PAYMENT

Installation: $____ due on the day of installation
Monitoring visits: $____ invoiced [after each visit / at the end]
Bank transfer: BSB [000-000], account [00000000], reference Q-[0000]

This is a fixed-price quote for the work listed. To go ahead, reply to this email or ring [phone].

Accepted by: _____ Date: _____

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Pest control tax invoice template

Pest control tax invoice layout

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]
Property: [Street, suburb, state, postcode]

WORK DONE

Termite bait stations installed, [number] in-ground and

[number] above-ground, [product / system], [date]	$____
Monitoring visit [1] of [number], [date]	$____
Extra monitoring visit, agreed in writing [date]	$____

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____
Less paid to date: $____
BALANCE DUE: $____

NEXT VISIT

Monitoring visit [2]: booked for [date]
Annual inspection due: [month, year]

HOW TO PAY

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

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