Plastering quote template

Ceiling replacement quote layout

QUOTE

[Business name] · ABN [00 000 000 000] · Licence [number, class, state]
[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]
House built: about [year]
Room: [lounge room], about [__] m², ceiling height [__] m

THE JOB

Cover floors and protect the room. Remove and dispose of the existing [__] m² ceiling and cornice. Check the ceiling framing and refix or add battens where needed. Supply and fix new [brand, type, __ mm] plasterboard and [profile, brand] cornice. Set, sand and leave ready for paint.

INCLUDED

• Floor and room protection
• Removal and disposal of the old ceiling and cornice
• Checking and refixing the ceiling framing: [details]
• Plasterboard: [brand, type, thickness], about [__] m²
• Cornice: [profile, brand], about [__] m
• Fixing, setting and sanding ready for paint
• Clean-up

NOT INCLUDED

• Painting
• Removing and refitting downlights, fans or smoke alarms (by a licensed electrician)
• Fixing the roof leak or the cause of the damage
• Replacing insulation, unless listed above
• Asbestos testing and removal (homes built before 1990 are likely to contain asbestos: we check before cutting or sanding)
• Moving furniture, unless listed above

PRICE

Protection, removal and disposal: $____
Framing and battens: $____
Plasterboard and cornice supplied: $____
Labour (fix, set, sand): $____
TOTAL: $____ including GST

PAYMENT

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

BEFORE WE START

Please clear the room of furniture and have the roof leak fixed before our start date.

CHANGES

Any change to the job, such as damaged framing found once the ceiling is down, is quoted in writing and agreed before we do it.

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

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Plastering tax invoice template

Tax invoice layout

TAX INVOICE

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

Invoice number: INV-[number]
Date issued: [date]
Due date: [date]
Your quote number: Q-[number]
Builder's job or purchase order number: [if subbing]

Bill to: [Customer name] / [Builder business name], ABN [number]
Job address: [Street, suburb, state, postcode]

WORK DONE

Protection, removal and disposal of old ceiling, [room]	$____
Framing and battens: [details]	$____
Plasterboard [brand, type, __ mm], [__] m²	$____
Cornice [profile], [__] m	$____
Labour: fix, set and sand, [dates]	$____
Variation V-[number]: [extra battens] (approved [date])	$____

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

HOW TO PAY

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

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