Plumbing quote template

Plumbing quote layout (hot water replacement)

QUOTE

[Business name] · ABN [00 000 000 000] · Plumbing licence [number] · Gasfitting licence [number, if gas]
[Phone] · [Email]

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

For: [Customer name]
Job address: [Street, suburb, state, postcode]
Access: [Where the unit is, side gate, tenant or agent contact if a rental]

THE JOB

Remove the existing [size, gas / electric] hot water system. Supply and install a new [brand, model, litres]. Connect to the existing water [and gas / power] supply, fit new valves, test, and take the old unit away. Issue the compliance paperwork for this job.

INCLUDED

• Hot water unit: [brand, model, litres]	$____
• Valves and fittings: [tempering valve, isolation valve]	$____
• Labour: remove old unit, install and connect new unit	$____
• Removal and disposal of the old unit	$____
• Compliance certificate and any lodgement	$____

NOT INCLUDED

• Electrical work beyond connecting to the existing circuit (by a licensed electrician)
• Moving the unit to a new position
• Making good walls, paths or tiles
• Faulty pipework found once the old unit is out (quoted in writing before we fix it)

PRICE

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

PAYMENT

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

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 or ring [phone].

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Plumbing tax invoice template

Plumbing tax invoice layout

TAX INVOICE

[Business name] · ABN [00 000 000 000] · Plumbing licence [number]
[Phone] · [Email]

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

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

WORK DONE

Hot water unit: [brand, model, litres] x 1	$____
Valves and fittings x [qty]	$____
Labour: [what was done, date]	$____
Removal and disposal of old unit	$____
Variation [number]: [extra work agreed in writing]	$____

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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