Pool service quote template

Pool service quote layout

QUOTE

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

Quote number: Q-[0000]
Date: [date]
Valid until: [date]

For: [Customer name, or property manager and agency]
Pool address: [Street, suburb, state, postcode]
Access: [side gate code / key / dogs]
The pool: [about ____ litres], [in-ground concrete / fibreglass], [salt / chlorine]
Equipment now: [pump brand and model], [filter type], [chlorinator brand and model]

1. GREEN POOL CLEAN-UP (estimate)
Shock treatment, flocculant, vacuum to waste, filter clean, rebalance the water.
Up to [3] visits. If it needs more, we'll ask you before we come back.

2. NEW PUMP

Supply and fit a [brand and model] pump, plumbed into the existing pipework. Old pump taken away.

3. REGULAR SERVICE, [every 2 weeks]
Each visit: water test, chemical balance, skim, brush, vacuum, empty baskets, check the equipment.

INCLUDED

- Chemicals for the clean-up and for each regular visit [or: charged by what's used, listed on each invoice]
- Labour for the items above

NOT INCLUDED

- Electrical work on the pump or chlorinator (by a licensed electrician)
- Pool safety inspections or certificates
- Barrier, fence or gate repairs
- Leak detection or repairs to the pool shell
- Extra visits outside the service schedule

PRICE

1. Green pool clean-up, up to [3] visits (estimate): $____
2. Pump, supplied and fitted: $____
3. Regular service: $____ per visit
TOTAL for items 1 and 2: $____ including GST

PAYMENT

Items 1 and 2: due [7] days from the invoice
Regular service: invoiced [per visit / monthly], due [7] 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. Either of us can stop the regular service with [2] weeks' notice.

To go ahead, reply to this email or ring [phone].

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Pool service tax invoice template

Tax invoice for a one-off pool job

TAX INVOICE

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

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

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

WORK DONE

Green pool clean-up, visits on [dates]	$____
Chemicals used: [shock ____ kg, flocculant ____ L, acid ____ L]	$____
Pump: [brand and model], supplied and fitted, old pump removed	$____

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____

HOW TO PAY

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

Monthly tax invoice for a regular service

TAX INVOICE

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

Invoice number: INV-[0000]
Date issued: [date]
Due date: [date]
Period: [1 to 30 November]

Bill to: [Customer or agency name], ABN [if a business]
Pool address: [Street, suburb, state, postcode]
Your reference: [property manager’s reference, if any]

Regular service, [date]	$____
Regular service, [date]	$____
Chemicals used this month: [list]	$____

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____

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

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