Roofing quote template

Roofing quote layout (tiled roof restoration)

QUOTE

[Business name] · ABN [00 000 000 000] · Licence [number and class, e.g. roof tiling]
[Phone] · [Email]

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

For: [Customer name]
Job address: [Street, suburb, state, postcode]
The roof: [concrete / terracotta tile], about [area] m2, [pitch], [single / double storey], solar panels: [yes / no]

THE JOB

Restore the tiled roof: pressure clean, replace broken tiles, re-bed and re-point ridge capping, and apply [number] coats of [brand, product, colour]. Set up edge protection for the job and clean up on completion.

INCLUDED

• Edge protection / scaffold	$____
• Pressure clean, about [area] m2	$____
• Replace broken tiles: up to [number]	$____
• Re-bed and re-point ridge capping: [length] m	$____
• Roof coating: [brand, product, colour], [number] coats	$____
• Labour and clean-up	$____

NOT INCLUDED

• Replacing rotten battens or timbers found once tiles are lifted (quoted in writing before we do it)
• Removing and refitting solar panels
• Gutters and downpipes, unless listed above
• Ceiling or internal water damage
• Asbestos roofing or materials

PRICE

Labour: $____
Materials: $____
Access and safety: $____
TOTAL: $____ including GST

PAYMENT

Deposit: $____ to book the job
Balance: due [on completion / 7 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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Roofing tax invoice template

Roofing tax invoice layout

TAX INVOICE

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

Invoice number: INV-[number]
Date issued: [date]
Due date: [date]
Your quote number: Q-[number]
Insurance claim: [insurer, claim number, if any]

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

WORK DONE

Edge protection / scaffold	$____
Pressure clean: [area] m2	$____
Broken tiles replaced: [number]	$____
Ridge capping re-bed and re-point: [length] m	$____
Roof coating: [brand, product, colour] x [coats]	$____
Labour: [dates]	$____

Variation [number]: [e.g. battens replaced, agreed in writing] $____

Subtotal (excluding GST): $____
GST (10%): $____
TOTAL including GST: $____
Less deposit paid: $____
Less insurer's payment (if any): $____
BALANCE DUE from you: $____

HOW TO PAY

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

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