Solar quote template

Solar and battery quote layout

QUOTE

[Business name] · ABN [00 000 000 000]
Electrical licence [number] · SAA accreditation [number]
[Phone] · [Email]

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

For: [Customer name]
Site address: [Street, suburb, state, postcode]
Roof: [tile / metal], [single / double storey], [orientation]
Existing system: [none / size and inverter]

THE SYSTEM

Panels: [quantity] x [brand, model, watts]

= [size] kW array	$____
Inverter: [brand, model, kW]	$____
Battery: [brand, model, kWh]	$____
Mounting, cabling, isolators and monitoring	$____

INSTALLATION

Installation by SAA-accredited installer	$____
Grid connection application	$____

Electrical certificate: [COES / CCEW / your state's] included

REBATE

Price before rebate: $____
Less STC rebate (small-scale technology certificates): –$____
The STC rebate is set by the installation date, not the date you sign. If installation happens after [date of next step-down], the rebate may be lower and the price will change.

NOT INCLUDED

- Switchboard upgrade (quoted in writing if needed)
- Meter changes by your retailer or network, and any fees
- Roof repairs, tree trimming or trenching
- Any work found once installation starts (quoted in writing before we do it)

PRICE

TOTAL after rebate: $____ including GST

PAYMENT

Deposit: $____ to book installation
Balance: due on completion
Bank transfer: BSB [000-000], account [00000000], reference Q-[0000]

To go ahead, reply to this email, sign below or pay the deposit.

Accepted by: _____ Date: _____

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Solar tax invoice template

Solar tax invoice layout

TAX INVOICE

[Business name] · ABN [00 000 000 000]
Electrical licence [number] · SAA accreditation [number]
[Phone] · [Email]

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

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

SUPPLIED AND INSTALLED

[quantity] x [panel brand, model, watts]	$____
[inverter brand, model, kW]	$____
[battery brand, model, kWh]	$____
Mounting, cabling, isolators and monitoring	$____
Installation and grid connection application	$____
Variation V-[01]: [switchboard upgrade, agreed in writing]	$____

Less STC rebate: –$____

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

CERTIFICATES

Electrical certificate [number]: [attached / to follow]

HOW TO PAY

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

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