Tiling quote template

Tiling quote layout (bathroom retile)

QUOTE

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

Quote number: Q-[0000]
Date: [date]
Valid until: [date, e.g. 30 days]

For: [Customer name]
Job address: [Street, suburb, state, postcode]
Home built about: [year]

THE JOB

Strip and retile the main bathroom, including the shower recess.

1. DEMOLITION

Remove existing floor and wall tiles in [areas], take away

rubbish	$____

2. PREP AND WATERPROOFING

Screed floor to falls, waterproof the shower and floor to

AS 3740, waterproofing certificate supplied	$____

3. FLOOR TILING

[area] m², [supplier, range, size, finish]	$____

4. WALL TILING

[area] m² to [height / full height], [supplier, range, size] $____

5. FINISHING

Grout [colour], silicone to corners and fixtures, trims in

[material]	$____

TILES

Supplied by: [us / you]. Quantity allows [__%] for cuts and breakage.

INCLUDED

- Labour, adhesive, grout, silicone and trims
- Waterproofing membrane and certificate
- Rubbish removal

NOT INCLUDED

- Plumbing and electrical work (disconnect and reconnect)
- Asbestos testing or removal. If we suspect asbestos, we stop and you'll need a licensed assessor
- Fixing walls or floors that are out of level or out of square beyond normal screeding (quoted in writing if needed)
- Damage found behind tiles once removed (quoted in writing before we go on)

PRICE

Labour: $____

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Materials: $____
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-[0000]

CHANGES

Any change to the job is quoted in writing and agreed before we do it.

This is a fixed-price quote. To go ahead, reply to this email, sign below or pay the deposit.

Accepted by: _____ Date: _____

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Tiling tax invoice template

Tiling tax invoice layout

TAX INVOICE

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

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

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

WORK DONE

Demolition and rubbish removal	$____
Screed and waterproofing to AS 3740	$____
Floor tiling, [area] m², [range]	$____
Wall tiling, [area] m², [range]	$____
Grout, silicone and trims	$____
Tiles supplied: [quantity] m², [range]	$____
Variation V-[01]: [extra screed, agreed in writing, date]	$____

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

CERTIFICATES

Waterproofing certificate [number]: attached

HOW TO PAY

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

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