

UK trade quote template. Free to copy. Replace every bracket. Do not invent a price.

QUOTE

Trading name: [trading name]

Your name: [your name]

Phone: [phone]

Email: [email]

Address: [your address]

Quote date: [date]

Valid until: [date]

Quote reference: [reference]

Customer: [customer name]

Customer address: [customer address]

Site: [site address]

Job: [one line]

Price: £[total]

VAT: [not VAT registered, so no VAT is added / VAT is included in this price / VAT at the rate I charge is extra]

SCOPE

[The work, in the order it happens, in words the customer can follow.]

NOT INCLUDED

[What this price does not cover. If you would not do it for free, it belongs here.]

MATERIALS

[Who buys them, and whether the cost is inside the total or on top. Name what you are supplying.]

LABOUR

[Inside the total, or on its own line with what it covers. Do not list a labour price and then add it again inside the total.]

PAYMENT

Deposit: £[amount or none], due [when], for [what it covers].

Balance: £[amount], due [when: before materials, on completion, or a number of days after the invoice].

This price is for the scope above. Extra work is a separate price.

Notes. Do not send this part to the customer.

This is a blank for the headings in the quote guide on The Toolbox Talk AI. It is not a price for your job, and it is not a contract term you did not choose.

Say whether you are VAT registered, and whether the price includes VAT, has VAT on top, or has no VAT because you are not registered. The words have to match the invoice. GOV.UK's VAT rates page lists the standard rate at 20%. Use the rate you charge. If both you and a contractor customer are VAT registered, read the domestic reverse charge guidance before you assume VAT is added on top.

A quote is not an invoice. What an invoice must include is on GOV.UK, and on the free invoice template.

Read on 19 October 2026.