



Your Company

Your Address Line 1
Your Address Line 2
Your Address Line 3
Your Address Line 4
Post Code
your.email@yourdomain.org
01 234 567 910

QUOTATION

BILLING ADDRESS

Customer One
Customer Address Line 1
Customer Address Line 2
Customer Address Line 3
Customer Address Line 4
Post Code
United Kingdom

DELIVERY ADDRESS

Customer One Delivery Name
Customer Delivery Address Line 1
Customer Delivery Address Line 2
Customer Delivery Address Line 3
Customer Delivery Address Line 4
Post Code

QUOTE NUMBER 3
QUOTE DATE 08/01/2016
VALID FOR 30 Days
ACCOUNT CUST01
QUOTE REF 01000011
PROJECT

QTY	DESCRIPTION	RATE	VAT	TOTAL
1	A description of the item/ service sold.	100.00	20.00	100.00
1	A description of the item/ service sold.	120.00	0.00	120.00
1	A description of the item/ service sold.	120.00	0.00	120.00

TOTAL NET AMOUNT	£340.00
VAT @ 20%	£20.00
QUOTE TOTAL	£360.00

ADDITIONAL INFORMATION



Terms and conditions

These terms and conditions are designed to service both supplier and customer equally. Here at Your Company Name we want these terms and conditions to be clear and easy to understand, if you are unsure about any of the terms please just ask.

Image rights of individual props or services provided are copyrighted by Your Company Name until paid for in full. Payment is for usage alone and ownership is retained by Your Company Name. All hired items must be returned as hired in full working condition to avoid incurring liability.

Payments

New Clients / Customers

Upon accepting quotation Materials, Hires, Transport and Miscellaneous costs must be paid in advance before work will commence. Labour and any remaining balance must be paid in full before goods can be released or services provided

Existing Client / Customers

Upon accepting quotation payment must be paid for in full within 30 days Late Payments Clients that have received or ordered goods and/or services on credit that fail to make payment within 30 days will automatically receive a late payment charge. In accordance with the Late Payment of Commercial Debts Regulations 2002, I reserve the right to charge interest at 8% above the base rate on all amounts outstanding for more than 30 days.

Payments outstanding over 45 days are automatically referred to Your Preferred Debt Collectors debt recovery team.

All costs subject to VAT @ 20% unless stated otherwise

Day rates are based on a 10 hour day, shoot over time is charged in accordance with APA overtime scheme

Validity of Quotation

Due lead times and crew availability quotation will only be valid for the period stated

Additional Charges

Upon accepting quotation changes or variations to deadlines, duration of hires or design (including additions, be it size/ colour/ finishes/ materials/ number of and hires maybe subject to additional costs. In every case Clients / Customers will be informed before any work commences

Notes

The notes on this quotation contain advice and suggestions please ensure that this information gets to the relevant parties

Agreement / Confirmation

No work will commence without either a Purchase Order or payment in advance for new customers. Existing customers may confirm via email By confirming you are agreeing to the terms and conditions

Alternatively

By sign you are agree to the above terms and conditions and confirming your order

I.....

on behalf of..... have read and agree to the terms and conditions stated

Signed:

Date:

Please complete this form and kindly return it as a PDF to your.email@yourdomain.org