

# Construction & Trades Quote Template

QUOTE REFERENCE: [QUOTE-001]

DATE ISSUED: [DD/MM/YYYY]

VALID UNTIL: [DD/MM/YYYY]

## YOUR COMPANY / TRADER DETAILS

**Name / Company:** [YOUR NAME OR COMPANY NAME]

Address: [ADDRESS LINE 1]

[ADDRESS LINE 2]

[CITY, POSTCODE]

Phone: [YOUR PHONE NUMBER]

Email: [YOUR EMAIL ADDRESS]

VAT Number: [YOUR VAT NUMBER (if applicable)]

Reg. Number: [COMPANIES HOUSE NUMBER (if applicable)]

Insurance: [PUBLIC LIABILITY INSURER & POLICY NUMBER]

## CLIENT DETAILS

**Client Name:** [CLIENT FULL NAME]

Property Address:[SITE ADDRESS LINE 1]

[SITE ADDRESS LINE 2]

[CITY, POSTCODE]

Email: [CLIENT EMAIL ADDRESS]

Phone: [CLIENT PHONE NUMBER]

## PROJECT DESCRIPTION

**Work Title: [DESCRIPTION OF WORKS e.g. Kitchen Extension / Bathroom Refit]**

Location: [SITE ADDRESS if different from above]

Description:

[Describe the scope of work in plain terms — what is being built, altered, or repaired. Reference any drawings, specs, or planning permissions where applicable.]

Drawing / Spec Ref: [DRAWING NUMBER(S) or N/A]

Planning Ref: [PLANNING REFERENCE or N/A]

Proposed Start: [DD/MM/YYYY]

Estimated Duration: [X weeks / X days]

## ITEMISED LABOUR

Item Description	Hours	Rate/hr	Amount
------------------	-------	---------	--------

<b>1 [e.g. Site preparation &amp; strip-out]</b>	<b>[X hrs]</b>	<b>[£XX/hr]</b>	<b>[£XXX]</b>
--	----------------	-----------------	---------------

2 [e.g. Foundation / groundworks]	[X hrs]	[£XX/hr]	[£XXX]
-----------------------------------	---------	----------	--------

3 [e.g. Brickwork / blockwork]	[X hrs]	[£XX/hr]	[£XXX]
--------------------------------	---------	----------	--------

4 [e.g. Carpentry & joinery]	[X hrs]	[£XX/hr]	[£XXX]
------------------------------	---------	----------	--------

5 [e.g. First fix (electrics/plumbing)]	[X hrs]	[£XX/hr]	[£XXX]
---	---------	----------	--------

6 [e.g. Plastering / rendering]	[X hrs]	[£XX/hr]	[£XXX]
---------------------------------	---------	----------	--------

7 [e.g. Second fix & finishing]	[X hrs]	[£XX/hr]	[£XXX]
---------------------------------	---------	----------	--------

8 [e.g. Tiling / flooring]	[X hrs]	[£XX/hr]	[£XXX]
----------------------------	---------	----------	--------

9 [e.g. Decoration & painting]	[X hrs]	[£XX/hr]	[£XXX]
--------------------------------	---------	----------	--------

10 [e.g. Site clearance & clean-up]	[X hrs]	[£XX/hr]	[£XXX]
-------------------------------------	---------	----------	--------

Labour Subtotal:		£[SUBTOTAL]	
------------------	--	-------------	--

## ITEMISED MATERIALS

<b>Item Description</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Amount</b>
-------------------------	------------	------------------	---------------

<b>1 [e.g. Concrete / aggregate]</b>	<b>[X m3]</b>	<b>[£XX/m3]</b>	<b>[£XXX]</b>
2 [e.g. Bricks / blocks]	[X no.]	[£X ea]	[£XXX]
3 [e.g. Structural timber]	[X m]	[£XX/m]	[£XXX]
4 [e.g. Roof covering / felt / tiles]	[X m2]	[£XX/m2]	[£XXX]
5 [e.g. Insulation]	[X m2]	[£XX/m2]	[£XXX]
6 [e.g. Plasterboard & plaster]	[X m2]	[£XX/m2]	[£XXX]
7 [e.g. Electrical materials]	[1 lot]	[£XXX]	[£XXX]
8 [e.g. Plumbing materials & fittings]	[1 lot]	[£XXX]	[£XXX]
9 [e.g. Fixtures & fittings]	[1 lot]	[£XXX]	[£XXX]
10 [e.g. Fixings, adhesives, sundries]	[1 lot]	[£XXX]	[£XXX]
Materials Subtotal:		£[SUBTOTAL]	

Note: Material prices are based on current supplier rates and may be subject to adjustment if market prices change prior to order. Client-supplied materials are not included.

## **CONTINGENCY & PRELIMINARIES**

**Preliminary costs (plant hire, skips, scaffold):** **£[AMOUNT]**

Contingency allowance ([X]% — for unforeseen works): £[AMOUNT]

Note: Contingency will only be charged if unforeseen works arise. Any such works will be agreed with the client in writing before proceeding.

## **COST SUMMARY**

**Labour subtotal (ex. VAT):** **£[AMOUNT]**

Materials subtotal (ex. VAT): £[AMOUNT]  
Preliminaries & contingency (ex. VAT): £[AMOUNT]

**Subtotal (ex. VAT):** £[SUBTOTAL]

VAT @ 20%: £[VAT]  
(or Domestic Reverse Charge applies — see note below)

**TOTAL (inc. VAT):** £[TOTAL]

VAT note: If you are a VAT-registered contractor and this is a sub-contract arrangement, the Domestic Reverse Charge (DRC) may apply. Please confirm.

## PAYMENT TERMS

### Payment schedule (stage payments):

- Deposit on acceptance ([X] %): £[AMOUNT]
- Stage 1 on completion of [groundworks / first fix]: £[AMOUNT]
- Stage 2 on completion of [plastering / second fix]: £[AMOUNT]
- Final payment on practical completion: £[AMOUNT]

Payment method: [Bank transfer / Cash / Cheque]

Bank details: [SORT CODE: XX-XX-XX | ACCOUNT: XXXXXXXXX]

Payment due: [7 / 14] days from stage invoice date

Materials over £[XXX] may require advance payment or a separate materials-only invoice before procurement.

## VARIATIONS & IMPORTANT NOTES

**VARIATIONS:** Any work not described in this quote constitutes a variation.

Variations must be agreed in writing (email is acceptable) before work proceeds. Verbal instructions cannot be honoured. A variation order will be issued showing the additional cost before work commences.

ACCESS: Client must ensure clear and safe access to the site and all relevant areas throughout the project. Delays caused by restricted access may affect the programme and could result in additional charges.

WASTE DISPOSAL: Disposal of [X] skips is included. Additional skip loads will be charged at cost plus [X]%.

WORKING HOURS: [07:30 to 17:30 Monday to Friday]. Saturday working by arrangement. No Sunday or bank holiday working unless agreed separately.

WARRANTIES: [X]-year workmanship guarantee provided on completion, subject to full payment being received. Manufacturer warranties on materials apply as stated by the manufacturer.

INSURANCE: [YOUR COMPANY] holds public liability insurance to the value of £[X,000,000]. A copy of the certificate is available on request.

## ACCEPTANCE

**To accept this quote, please sign below or reply in writing to confirm.**

Work will not commence until written acceptance and deposit are received.

Signed (Client): \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Thank you for the opportunity — [YOUR NAME / COMPANY NAME]

# Create Better Proposals with DraftYourBid

Win more clients by sending professional, AI-powered proposals in minutes.

## Step 1 — Upload your document or start from scratch

Paste your existing proposal text, upload a PDF, or start fresh. DraftYourBid reads your context and gets to work.

## Step 2 — Let the AI enhance your proposal

Our AI improves structure, tone, and persuasion. Edit any section directly in the browser — no Word or PDF editor needed.

## Step 3 — Export and send

Download as a professional PDF or DOCX, or share a live link with your client. Track when they open it.

## Why DraftYourBid?

- AI-powered writing assistance in 11 languages
- Professional PDF and DOCX export
- Unlimited proposals and quotes
- Client tracking — see when your proposal is opened
- Templates for 50+ industries

**Get started free at [www.draftyourbid.com](http://www.draftyourbid.com)**

This template was created by DraftYourBid — the fastest way to write winning proposals.