

# IT Services Quote Template

QUOTE REFERENCE: [QUOTE-001]

DATE ISSUED: [DD/MM/YYYY]

VALID UNTIL: [DD/MM/YYYY]

## YOUR COMPANY DETAILS

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

Address: [ADDRESS LINE 1]

[ADDRESS LINE 2]

[CITY, POSTCODE]

Phone: [YOUR PHONE NUMBER]

Email: [YOUR EMAIL ADDRESS]

Website: [YOUR WEBSITE]

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

## CLIENT DETAILS

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

Contact Name: [CONTACT PERSON NAME]

Address: [CLIENT ADDRESS LINE 1]

[CLIENT ADDRESS LINE 2]

[CITY, POSTCODE]

Email: [CLIENT EMAIL ADDRESS]

Phone: [CLIENT PHONE NUMBER]

## PROJECT SUMMARY

**Project Title: [PROJECT TITLE]**

Description:

[Brief description of the work to be carried out, the problem being solved, and the expected outcomes. Keep this to 3-5 sentences.]

Scope includes:

- [Deliverable or scope item 1]
- [Deliverable or scope item 2]
- [Deliverable or scope item 3]

Out of scope:

- [Anything explicitly excluded]

**ITEMISED SERVICES**

Item	Description	Hours	Day Rate	Amount
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<b>1</b>	<b>[e.g. Requirements &amp; Discovery]</b>	<b>[X hrs]</b>	<b>[£X/day]</b>	<b>[£XXX]</b>
2	[e.g. Infrastructure Setup]	[X hrs]	[£X/day]	[£XXX]
3	[e.g. Software Development]	[X hrs]	[£X/day]	[£XXX]
4	[e.g. Testing & QA]	[X hrs]	[£X/day]	[£XXX]
5	[e.g. Deployment & Go-Live Support]	[X hrs]	[£X/day]	[£XXX]
6	[e.g. Documentation & Handover]	[X hrs]	[£X/day]	[£XXX]
7	[e.g. Post-Launch Support (X weeks)]	[X hrs]	[£X/day]	[£XXX]

Note: Day rate based on [X]-hour day. Part days billed in half-day increments.

**COST SUMMARY**

<b>Subtotal (ex. VAT):</b>	<b>£[SUBTOTAL]</b>
VAT @ 20%:	£[VAT AMOUNT]

**TOTAL (inc. VAT):**

**£[TOTAL]**

## **PAYMENT TERMS**

### **Payment schedule:**

- [X]% deposit due upon acceptance of this quote:      £[AMOUNT]
- [X]% due at project midpoint / milestone:            £[AMOUNT]
- [X]% final payment on project completion:           £[AMOUNT]

Payment method: [Bank transfer / Card / Other]

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

Payment due: [Net 14 / Net 30] days from invoice date

Late payments are subject to statutory interest under the Late Payment of Commercial Debts Act 1998.

## **ADDITIONAL NOTES**

**- This quote is valid for [30] days from the date of issue.**

- Any changes to scope after acceptance may result in a revised quote.
- All work carried out under [YOUR COMPANY NAME]'s standard terms and conditions, available at [YOUR WEBSITE/terms].
- Client to provide access credentials, system documentation, and a named point of contact within [X] business days of project start.

## **ACCEPTANCE**

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

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

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

Position: \_\_\_\_\_

Thank you for your business — [YOUR COMPANY NAME]

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