COMPLETED EXAMPLE

Builder quotation

Utility room floor and shelves

BUSINESS
Your building business

CONTACT DETAILS

CUSTOMER
Sample customer

PROJECT / ADDRESS
Utility room floor and shelves

DOCUMENT REFERENCE
QUO-001

DATE / VALID UNTIL

Illustrative GBP selling prices. Quantities and rates are examples, not market benchmarks.

Work / material	Qty / unit	Rate	Taxable?	Amount
Site setup and protection Protect access and adjacent finishes	2 hours	£40.00	Yes	£80.00
Existing floor removal Take up covering from 12 m²; waste handling priced below	4 hours	£40.00	Yes	£160.00
Flooring materials 2 m² per pack; 12 m² + 10% allowance rounded up to 7 packs	7 packs	£60.00	Yes	£420.00
Floor installation 8 person-hours; agreed floor system on a ready subfloor	8 hours	£40.00	Yes	£320.00
Shelves supplied and fitted Two agreed-size prefinished shelves and brackets, including fitting	2 shelves	£110.00	Yes	£220.00
Waste removal and handover Loading, haulage, disposal and final tidy; removal labour above	1 job	£140.00	Yes	£140.00

Subtotal	£1,340.00
VAT (20%)	£268.00
Total (GBP)	**£1,608.00**

Scope / products / finish

Remove the covering and lay selected flooring to 12 m² on a sound, ready subfloor. Include specified floor fittings, threshold detail and two prefinished shelves with brackets. Customer clears the room.

Exclusions / allowances

Subfloor repairs/levelling, damp treatment, plumbing, electrics, decoration, structural work and furniture moving excluded. Agree extra work and price before proceeding.

Schedule / payment / acceptance

Agree the schedule, payment and acceptance arrangements for the actual job.

Example: VAT-registered business, standard-rated work for a homeowner. Confirm your VAT treatment.

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