COMPLETED EXAMPLE

Electrical quotation

Socket and switch replacement

BUSINESS
Your electrical business

CONTACT DETAILS

CUSTOMER
Sample homeowner

PROJECT / ADDRESS
Socket and switch replacement

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
Selected double sockets Approved model and finish; existing positions	4 sockets	£7.50	Yes	£30.00
Selected light switches Approved type and finish; existing positions	2 switches	£5.00	Yes	£10.00
Fixings and consumables For the assessed replacement scope	1 allowance	£15.00	Yes	£15.00
Preparation and replacement Person-hours for the agreed accessories	4 hours	£50.00	Yes	£200.00
Testing and certification Appropriate to the assessed work	1 hour	£50.00	Yes	£50.00
Collection, travel and cleanup Working time counted once for the visit	1 hour	£50.00	Yes	£50.00
Job-specific travel and parking Direct expenses; time included above	1 job	£20.00	Yes	£20.00
Disposal fee Disposal charge; handling time included above	1 job	£5.00	Yes	£5.00

Subtotal	£380.00
VAT (20%)	£76.00
Total (GBP)	**£456.00**

Scope / products / finish

Replace four selected double sockets and two light switches at existing positions after assessment. Include preparation, replacement, testing, appropriate certification, collection, travel and cleanup. Allow six person-hours.

Exclusions / allowances

Assumes existing circuits, back boxes and connections are suitable after assessment. Excludes fault finding, remedial work, new circuits, consumer unit work, plastering and decoration. Confirm any notification requirements and fees before issuing the quote.

Schedule / payment / acceptance

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

Example assumes a VAT-registered business supplying standard-rated work directly to a homeowner. Confirm your own VAT treatment.

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