**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For XYZ Painting and Renovations**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To accept, please sign and fax back**

|  |  |  |
| --- | --- | --- |
| Description of Work |  | Amount |
| Thank you for the opportunity to quote. We are pleased to quote as follows: |  |  |
| Painting of office unit at 12 Woodridge Rd. Price includes:All surface preparation1 undercoat and 2 finishing coats to the color of your choiceSupply of paint and labour / workmanship |  | $12,500.00 |
| Remarks |  |  |
| Payment terms: 30% deposit required to start work. Balance 70% on completion | Tax | $12,500.00 |
| Validity: 90 days from the date of this quote  |  |  |
| We trust that you will find our quote satisfactory and look forward to working with you. Please contact us should you have any questions at all. |  |  |

**Quotation For:**

Name

Company

Address

City, State ZIP

Phone

**Date:** 11/26/2014

**Quotation #:** QT10000

**Customer Ref No.:**

**Biz Reg No:** 1234-9876

**Terms**

Address

City, State Zip

Phone 555-555-5555

Fax 123-456-7890

**XYZ Painting and Renovators**

*Your Company Slogan*

**Quotation**