[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

HVAC technician quote

A clear, professional estimate for hvac technician work - what is included, what is not, and how long the price stands.

Quote number: _____

Quote date: _____

Prepared for: _____

Site address: _____

Valid until: _____

Scope of work [Work description, e.g. supply and install split system] - [qty/amount]

Equipment - [unit make, model, capacity] - [qty/amount]

Labour - [estimated days] - [qty/amount]

Price

[Work description, e.g. supply and install split system]:

_____

Equipment - [unit make, model, capacity]:

_____

Labour - [estimated days]: _____

Total: _____

Exclusions and notes [e.g. excludes plastering, making good, and parking charges]

Acceptance I accept this quote. Signed: [Customer signature] Date: [Date]

Sign-off

Quoted by: _____ **Signature:** _____ **Date:** _____