

QUOTE

Valid for 30 days unless stated otherwise.

Number

Date _____

Valid until

FROM

Business name

Address

Phone / email

Registration number (optional)

PREPARED FOR

Client name

Address

Phone / email

Client VAT number (if over R5,000 and both registered)

[illegible]

NOTES

What is included / excluded

Deposit required before work starts

How to accept this quote

INVOICE

Write "Tax Invoice" here instead if you are a registered VAT vendor.

Number

Date _____

Due date

FROM

Business name

Address

Phone / email

VAT number (registered vendors only)

BILL TO

Client name

Address

Phone / email

Client VAT number (if over R5,000 and both registered)

[illegible]

PAYMENT DETAILS

Bank / branch code

Account name / number

Reference (use the invoice number)