QUOTE

Quote number _____
Date _____
Price valid until _____

YOUR BUSINESS

Business name _____
Your name _____
Phone _____
Email _____
Address _____
Website or Facebook page _____
Company number (if limited) _____
VAT number (if VAT-registered) _____

CUSTOMER

Name _____
Phone _____
Email _____

ADDRESSES AND ACCESS

	Moving from	Moving to
Address		
Postcode		
House or flat, and which floor		
Lift that takes a sofa?		
Where the van parks (permit or paid bay?)		
Walk from the van to the door		
Tight stairs, turns or low beams?		
Keys or access from (time)		

DATE

Moving date _____
Start time _____
Flexible on the date? _____

WHAT'S MOVING

☐ Loft ☐ Garage ☐ Shed or garden ☐ Customer packs ☐ Packing by us

Room or item	How many	Notes (take apart, heavy, fragile)

Or attach the customer's list and write "as attached" here.

VAN AND CREW

Van (Transit, Sprinter, Luton) _____

How many of us _____

Trips (one or two) _____

Time we expect it to take _____

PRICE

☐ Fixed price for the items and access on this quote

☐ Hourly: minimum ____ hours, then £____ each extra half hour

Line	Detail	£
Labour	____ people and a _____, ____ hours at £____ an hour	£
Mileage	____ miles, yard to yard, at £____ a mile	£
Extras: taking apart and rebuilding		£
Extras: packing materials		£
Extras: parking, permits, ULEZ or tolls		£
Extras: stairs or a long carry		£
Extras: other		£
	Subtotal	£
	VAT at ____% (only if VAT-registered)	£
	Total	**£**

Waiting time over 30 minutes: £____ an hour

DEPOSIT AND PAYMENT

Deposit to hold the date _____

Deposit due by _____

Deposit refundable until _____

Balance, and when it's due _____

How to pay (bank details) _____

WHAT'S INCLUDED

Included in the price	Not included (priced if wanted)

INSURANCE

Goods in transit cover up to _____

Public liability cover up to _____

TERMS

1. The price covers the items and access written on this quote. Anything else is priced before we load it.
2. Please have everything packed and ready unless packing is booked.
3. Waiting time over 30 minutes (keys, lifts, parking) is charged at the rate shown.
4. The deposit holds your date and is refundable until the date shown above.
5. We carry goods in transit and public liability insurance to the amounts shown.

How long this price stands: until the "price valid until" date at the top, or until the moving date is booked by someone else, whichever comes first.

TO BOOK

Customer signature _____

Date _____

Or reply to the message this came with to say yes.

Free template from kwotly.co.uk/guides/man-and-van-quote-template