QUOTE

Business name [Your business name]	**ABN (if you have one)** [00 000 000 000]
Licence no. [if your trade needs one]	**Phone** [Phone]
Email [Email]	

Quote number [Q-0001]	**Date** [DD/MM/YYYY]	**Valid until** [DD/MM/YYYY]

For [Customer name]	**Job address** [Job address]

The job
[What you'll do]

Description	Qty	Price

Total	[$0.00]

[includes GST / No GST charged]

What's included
[What's included]

What's not included
[What's not included]

Site conditions or assumptions
[Site conditions or assumptions]

Price for the work listed. Changes to the work may change the price.
This is not an invoice or a tax invoice. No payment is due on this document.

Notes

General information only, not tax or legal advice. These templates may not suit every business or every sale. Check the ATO's rules, or ask your tax agent or BAS agent.

Last checked against the ATO's website on 16/11/2026.

Fill in the parts in [brackets]. Cross out anything you don't need. Don't send this page.