TRUE NORTH CONSTRUCTION AND PROJECTS

SAMPLE CONSTRUCTION QUOTATION

SAMPLE ONLY — NOT A VALID OFFER OR INVOICE
This example demonstrates the company's quotation format. Replace all blank fields and confirm actual site measurements, scope, prices and terms before issuing a quotation to a customer.

Company	TRUE NORTH CONSTRUCTION AND PROJECTS	**Quotation No.**	TN-Q- SAMPLE
Registration No.	2026 / 870823 / 07	**Date**	_____
Telephone	075 280 88 36	**Valid until**	_____
Email	truenorthconstructionandprojec@gmail.com	**Prepared by**	_____

CUSTOMER / CLIENT DETAILS

Customer / organisation	_____
Contact person	_____
Telephone / email	_____
Site / project address	_____

SCOPE OF WORK AND PRICING

Describe the work clearly, including quantities, materials, labour and any exclusions. Complete prices only after assessing the site and confirming the customer's requirements.

Item	Description of work / materials	Qty	Unit	Rate (R)	Amount (R)
1					
2					
3					
4					
5					

Subtotal	**R** _____
VAT (if applicable)	**R** _____
TOTAL QUOTED AMOUNT	**R** _____

QUOTATION TERMS

- Quotation validity: _____
- Estimated commencement date: _____
- Estimated completion period: _____
- Payment terms / deposit (if applicable): _____

• Materials included / excluded: _____

• Additional work or variations must be agreed in writing before proceeding.

• Work commencement is subject to written acceptance and any agreed deposit or project conditions.

ACCEPTANCE

I / We accept the scope of work, quotation amount and terms stated above.

Customer name	_____	**Date**	_____
Customer signature	_____	**Company representative**	_____

Thank you for considering TRUE NORTH CONSTRUCTION AND PROJECTS.