[Company name]

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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	[Q-0001]
Quote date	[Date]
Prepared for	[Customer name]
Site address	[Full site address]
Valid until	[Date, e.g. 30 days]

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

Item	Amount
[Work description, e.g. supply and install split system]	
Equipment - [unit make, model, capacity]	
Labour - [estimated days]	
Total	[£ 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