

Quoting Checklist

Use this before submitting any major project quote:

QUOTE CONTENT

- ☐ Clear business details (ABN, contact info)
- ☐ Itemised scope of work (what is included and excluded)
- ☐ Labour, materials, and travel costs broken down
- ☐ Timeline with realistic start and finish dates
- ☐ Assumptions and limitations listed (e.g. weather, access)
- ☐ Optional extras or variations outlined

PAYMENT TERMS

- ☐ Payment terms are clearly stated (e.g. 14 days, 30 days)
- ☐ Milestones or staged payments included
- ☐ Deposit requirement stated (if applicable)
- ☐ Early payment discount (optional)

FORMATTING AND DELIVERY

- ☐ Quote includes your logo and looks professional
- ☐ Sent in PDF or on company letterhead
- ☐ Clear call to action (e.g. "Please confirm acceptance by...")