SAMPLE, NOT FOR ISSUE. Sample data, not a customer's quote.

QUOTE

This is a quote, not a tax invoice. Template version WB-QUOTE-2026-11-05-v1.

Quote number and revision (required)	Q-2051 revision 1
Issue date (required)	5 November 2026
Valid until (required)	19 November 2026
Supplier business name (required)	Supplier A, sample
Supplier ABN (required)	[insert verified supplier ABN]
Supplier email (required)	[insert business email]
Supplier business address (required)	[insert business address]
Relevant licence or registration details (optional)	Not used in this generic maintenance example
Customer business or customer label (required)	Customer A
Customer contact email (required)	[insert customer contact email]
Customer billing address (required)	[insert customer billing address]
Job or delivery location (or Same as billing address) (required)	Site A, [insert actual location]
Job reference and short description (required)	Job 2101: workshop equipment inspection and filter replacement
Scope (required)	Inspect the equipment, replace the four listed filter kits, and record the service checks.
Inclusions (required)	Three service hours, four filter kits and the listed consumables. Service notes provided after completion.
Exclusions and optional extras (give each optional extra its own price; it is not in the total) (required)	Replacement equipment, fault repairs and additional parts. These require a separate agreed price.
Assumptions (or None) (required)	Equipment is accessible and isolated by the customer before the agreed visit.
GST registration status (required)	Registered for GST
GST treatment confirmed (required)	Yes
Unit-price basis	AUD, unit prices excluding GST
Proposed start (date, or To be agreed) (required)	23 November 2026
Proposed completion (date, or To be agreed) (required)	23 November 2026
Preferred payment method (required)	Bank transfer using separately verified payment instructions
Payment terms (required)	Quoted deposit on acceptance; remaining quoted balance within seven days of the final invoice.
Quoted deposit timing (or No deposit) (required)	On acceptance, subject to the terms agreed for this job
Quoted deposit amount, AUD including any GST (0 if no deposit) (required)	A$100.00
Variations approach (required)	Record any proposed change, its price and timing. Obtain the customer's agreement before adding it to this quote.
Attached terms and revision (or None attached) (required)	None attached. General commercial sample only.
Acceptance method requested (required)	Return the signed quote with its number and revision.
Supplier approval role (required)	Office manager, sample only

Items

Unit prices exclude GST. Amounts in this sample are static, worked in the sample workbook.

Line	Description	Unit	Quantity	Unit price excl. GST, AUD	GST treatment	Line excl. GST, AUD	Line GST, AUD	Line incl. GST, AUD
1	Equipment service labour	hour	3.000	A$120.00	Taxable 10%	A$360.00	A$36.00	A$396.00
2	Filter kits	kit	4.000	A$40.00	Taxable 10%	A$160.00	A$16.00	A$176.00
3	Consumables	job	1.000	A$30.00	Taxable 10%	A$30.00	A$3.00	A$33.00
4								
5								
6								
7								

Line	Description	Unit	Quantity	Unit price excl. GST, AUD	GST treatment	Line excl. GST, AUD	Line GST, AUD	Line incl. GST, AUD
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Subtotal excluding GST (sum of line amounts)	A$550.00
GST on the taxable lines (sum of line GST)	A$55.00
TOTAL QUOTE, including GST where charged	**A$605.00**
Quoted deposit, included in the total above (a proposed payment, not a receipt)	A$100.00
Quoted balance after that deposit (proposed payment schedule, not an amount paid or due now)	A$505.00

Zero-value acknowledgement: No / Yes (choose Yes only if this quote totals zero on purpose).

Final issue checklist, completed by you (tick each when done):

☐ Identifiers replaced
☐ Customer and scope checked
☐ GST confirmed
☐ Terms checked
☐ Quote preview opened
☐ Supplier approves release

Customer acceptance (completed by the customer; empty in this sample)

Customer acceptance name	
Customer capacity or role	
Customer signature	
Acceptance date	
Acceptance reference or notes (returned document or email)	

General information only, not tax agent or legal advice. Confirm GST treatment with your accountant and contract terms with your legal adviser.

Sources [1 to 3], read 5 November 2026: [1] business.gov.au, Prepare quotes: https://business.gov.au/people/contractors/prepare-quotes [2] Australian Taxation Office, small business, GST fast facts: https://smallbusiness.taxsuperandyou.gov.au/goods-and-services-tax/fast-facts [3] business.gov.au, Display prices: https://business.gov.au/legal/fair-trading/display-prices

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Instructions (SAMPLE, NOT FOR ISSUE)

1. Describe: add the customer, scope, inclusions, exclusions and dates. Give each optional extra its own price in Exclusions and optional extras. Optional extras are not counted in the total.

2. Price: enter quantities and unit prices excluding GST in the item table, and confirm each line's GST treatment: Taxable 10%, or No GST with the treatment confirmed. Add each line's GST, then the totals, yourself. This template's method rounds each line's GST to the nearest cent, half a cent up.

3. Check: read the quote against the checklist, record who approves sending it, and keep the sent copy with its number and revision.

4. Required fields need real information. Replace every bracketed placeholder. Write None where a field allows it.

5. The quoted deposit is a proposed payment, not money received. It sits inside the total and is not added to it.

6. Validity, deposit, variations and acceptance are your commercial terms. General information only, not tax agent or legal advice. Confirm GST treatment with your accountant and contract terms with your legal adviser.

7. For automatic line totals, GST, a deposit balance and an on-screen check of every field, use the Excel edition of this template.