DRAFT, complete and check before issue.

QUOTE

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

Quote number and revision (required)	
Issue date (required)	
Valid until (required)	
Supplier business name (required)	
Supplier ABN (required)	
Supplier email (required)	
Supplier business address (required)	
Relevant licence or registration details (optional)	
Customer business or customer label (required)	
Customer contact email (required)	
Customer billing address (required)	
Job or delivery location (or Same as billing address) (required)	
Job reference and short description (required)	
Scope (required)	
Inclusions (required)	
Exclusions and optional extras (give each optional extra its own price; it is not in the total) (required)	
Assumptions (or None) (required)	
GST registration status (required)	
GST treatment confirmed (required)	
Unit-price basis	AUD, unit prices excluding GST
Proposed start (date, or To be agreed) (required)	
Proposed completion (date, or To be agreed) (required)	
Preferred payment method (required)	
Payment terms (required)	
Quoted deposit timing (or No deposit) (required)	
Quoted deposit amount, AUD including any GST (0 if no deposit) (required)	
Variations approach (required)	
Attached terms and revision (or None attached) (required)	
Acceptance method requested (required)	
Supplier approval role (required)	

Items

Unit prices exclude GST. Enter and check every amount yourself: this document does not recalculate.

Line	Description	Unit	Quantity	Unit price excl. GST, AUD	GST treatment	Line excl. GST, AUD	Line GST, AUD	Line incl. GST, AUD
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

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

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)

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

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.