

## Writing a quotation for business

Read this quotation then answer the questions below.

### Top Taps plumbing service

#### Quote ref TT/LE/2011

Please note our payment terms, and return a deposit of 50% before you wish work to commence. This quote is valid for 60 days.

JOB	PAYMENT TERMS	COMPLETION DATE
Lane End	50% in advance, settlement on completion	End June 2011

DESCRIPTION OF WORK	PRICE
Remove existing plumbing Replace all existing pipe-work to washbasin, toilet and bath Install new shower Leave area clean and tidy	Materials      £275.00  Labour @      £280.00 £40.00/hour

<b>SUBTOTAL</b>	<input type="text"/>
<b>VAT AT 20%</b>	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>

### Questions

1. You have quoted labour costs at £40.00 per hour. How many hours labour will £280 pay for?
2. What is the pre-tax total (or subtotal)?
3. How much will the VAT cost?
4. What is the total cost of the job?
5. How much should the customer send as a deposit?