coldbeck

PLUMBING & HEATING

# QUOTE

Quote no. **Q-0142**
Date **11 November 2026**
Valid until **11 December 2026**

**FROM**
Coldbeck Plumbing & Heating
[Unit 4, Example Road]
[Town, AB1 2CD]
07700 900123 · hello@yourbusiness.co.uk

**PREPARED FOR**
[Customer name]
[12 Sample Street]
[Town, AB1 2CD]
[customer email or phone]

**Job:** Replace the existing boiler with a new combi boiler, flush the system and fit a magnetic filter.

| Description | Qty | Unit price | Amount |
|---|---|---|---|
| Combi boiler, supplied and fitted (example line) | 1 | £1,850.00 | £1,850.00 |
| Magnetic system filter, supplied and fitted | 1 | £145.00 | £145.00 |
| System power flush | 1 | £350.00 | £350.00 |
| Remove and dispose of the old boiler | 1 | £90.00 | £90.00 |
| [Add or delete rows as needed] | | | |

| | |
|---|---|
| Subtotal | **£2,435.00** |
| VAT at 20% (delete if not VAT registered) | **£487.00** |
| **Total quoted** | **£2,922.00** |

**WHAT HAPPENS NEXT**

- This quote is a fixed price for the work described. Anything extra is agreed with you in writing first.
- To book, sign below or reply to the email this came with. A deposit of [25]% secures the date.
- Work is guaranteed for [12] months. Parts carry the maker's warranty.

_____
Signed to accept

_____
Date

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PLUMBING & HEATING

# INVOICE

Invoice no. **INV-0142**
Invoice date **2 December 2026**
Payment due **16 December 2026**

**FROM**
Coldbeck Plumbing & Heating
[Unit 4, Example Road]
[Town, AB1 2CD]
07700 900123 · hello@yourbusiness.co.uk

**BILL TO**
[Customer name]
[12 Sample Street]
[Town, AB1 2CD]
[customer email or phone]

**Job:** Replace the existing boiler with a new combi boiler, flush the system and fit a magnetic filter.

| Description | Qty | Unit price | Amount |
|---|---|---|---|
| Combi boiler, supplied and fitted (example line) | 1 | £1,850.00 | £1,850.00 |
| Magnetic system filter, supplied and fitted | 1 | £145.00 | £145.00 |
| System power flush | 1 | £350.00 | £350.00 |
| Remove and dispose of the old boiler | 1 | £90.00 | £90.00 |
| [Add or delete rows as needed] | | | |

| | |
|---|---|
| Subtotal | **£2,435.00** |
| VAT at 20% (delete if not VAT registered) | **£487.00** |
| **Total due** | **£2,922.00** |

**HOW TO PAY**
Bank transfer to [Account name] · Sort code [00-00-00] · Account [00000000]
Please use INV-0142 as the reference. Payment is due within 14 days.

Thank you for choosing us. Questions about this invoice? Reply to the email it came with.

HOW TO USE THIS TEMPLATE

# Quote and invoice template

1. Swap the logo: right-click it and choose Change Picture (Word) or Replace image (Google Docs). Use a PNG with a transparent background.
2. Change the business details at the top and in the footer once (delete the Gas Safe line if you do not work on gas), then save a copy as your master.
3. For each job, copy the master, fill in the customer, the job line and the rows. Totals are typed, not calculated, so check the sums.
4. Not VAT registered? Delete the VAT row and the VAT number in the footer.
5. Send it as a PDF: File > Save As > PDF in Word, or File > Download > PDF in Google Docs.
6. Delete this page before you send anything.

**LICENCE**
Free for personal and commercial use. Attribution appreciated.
Part of the free Trades Brand Kit by Luxbranding: luxbranding.co.uk/free-trades-brand-kit/
The Coldbeck name and logo are an example from our studio. Swap in your own.

Want a logo worth putting on it? Logo Design is £129 with every layout included: luxbranding.co.uk/services/logo-design/