

# Your Business Name

123 Business Street  
London, SW1A 1AA  
United Kingdom

www.yourbusiness.co.uk  
hello@yourbusiness.co.uk  
+44 20 1234 5678

# Quote

Quote Number: QUO-2026-001

Issue Date: 21 Apr 2026

**Valid Until: 21 May 2026**

## Quote For

### Sample Client Ltd

456 Client Avenue  
Manchester, M1 1AB  
United Kingdom  
client@example.com  
+44 20 9876 5432

## Introduction

Thank you for your interest in our services. We are pleased to provide the following quote for your consideration.

Description	Qty	Unit Price	Total
Website Development - Full Stack	40.00	£50.00	<b>£2,000.00</b>
Design & Branding	20.00	£50.00	<b>£1,000.00</b>
	Subtotal:		£3,000.00
	VAT (20.00%):		£600.00
	<b>Quote Total:</b>		<b>£3,600.00</b>

**Deposit Required (30%): £1,080.00**

Deposit due upon acceptance

## Terms & Conditions

This quote is valid for 30 days from the date of issue. Work will commence upon acceptance and payment of 30% deposit. Balance due upon completion.

## How to Accept This Quote

To accept this quote, please reply to this email or contact us using the details above.

This quote is valid until 21 May 2026.

THIS IS A QUOTE - NOT A TAX INVOICE