**HANDYMAN QUOTATION**

[INSERT NAME OF BUSINESS]

[INSERT BUSINESS LOGO]

[INSERT BUSINESS SLOGAN]

[INSERT COMPLETE BUSINESS ADDRESS]

[INSERT CONTACT NUMBER]

[INSERT FACSIMILE]

[INSERT EMAIL ADDRESS]

[INSERT WEBPAGE, IF APPLICABLE]

**Quote no.:**

**Customer ID:**

**Valid Until:**

**To:**

[INSERT COMPLETE NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

[INSERT COMPLETE ADDRESS]

[INSERT DATE]

**Re: Handyman Quotation**

Dear Mr. /Mrs. [INSERT LAST NAME],

We at [INSERT NAME OF BUSINESS], made this letter in response to your quotation request last [INSERT DATE]. Enclosed within this letter is a detailed quotation of all our available services. We have included a complete breakdown and summary of your requested handyman services, including price cost per service given. If you will provide a deposit payment for the overall contract cost within [SPECIFY NUMBER OF DAYS] days from the receipt of this quotation, you can avail of our special [SPECIFY PERCENTAGE VALUE] % discount.

If you have any clarifications or questions, feel free to call our office and look for [INSERT NAME], at [INSERT CONTACT NUMBER] between the hours of [INSERT TIME]. You may also send us an email at [INSERT EMAIL ADDRESS]. We look forward to doing business with you.

Kind regards,

[INSERT NAME AND SIGNATURE OF COMPANY REPRESENTATIVE]

[INSERT DATE SIGNED]

**HANDYMAN QUOTATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service No.** | **Type of Service** | **Service Details** | **Quantity** | **Rate in Figures** | **Unit Price** | **Total Cost** |
| T567 | Installation of different types of appliances | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T989 | Removing and installing of blinds | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T342 | Complete pipe cleaning | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T098 | Repair of ceiling and pipe leaks | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T097 | Installation of lock on different establishments or house doors | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T450 | Installation of mailboxes and posts | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T484 | Door repairs both internally and externally. (Applicable on private homes and business establishments. | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T876 | Total faucet repair and/or installation. | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T122 | Repair of vents and vent filters. | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T743 | Door screen repair and/or replacement. | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T887 | Home or office electrical and lighting process. | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T111 | Installation and/or repair of shower head. | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T657 | Complete home or office renovation. | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
| T999 | Repair and/or replacement of waste bins. | [INSERT SERVICE DETAILS] | XX | $ 0.00 | $ 0.00 | $ 0.00 |
|  | | | | | **SUBTOTAL** | **$ 0.00** |
| **TAXES** | **$ 0.00** |
| **TOTAL** | **$ 0.00** |

|  |
| --- |
| Terms and Conditions |
| [INSERT SERVICE TERMS AND CONDITIONS] |

**Prepared by:**

[INSERT COMPLETE NAME]

[INSERT JOB TITLE]

[INSERT COMPANY NAME]

[INSERT COMPLETE ADDRESS]

[INSERT DATE]