QUOTEWRIGHT | PAINTING QUOTE TEMPLATE

Blank, adaptable template • AUD • Australian English

How to use: Replace every [bracketed placeholder], delete unused rows and check applicable tax, licence, contract and consumer requirements for the job and location. This template is not legal advice and does not, on its own, meet Queensland or other legal/contract requirements.

1. BUSINESS & QUOTE DETAILS

Business / trading name	[Business / trading name]	**ABN**	[ABN]
Contact	[Contact name]	**Phone**	[Phone]
Email	[Email]	**Licence (where applicable)**	[Licence number / class / N/A]
Business address	[Business address]	**Quote number**	[Quote number]
Quote date	[DD/MM/YYYY]	**Valid until**	[DD/MM/YYYY]
Customer	[Customer name]	**Customer contact**	[Customer contact]
Site address	[Site address]		

2. SCOPE OF WORK

Area / surface	Work included	Preparation	Products / coats / colours	Amount (AUD)
[Area / surface]	[Describe included painting work]	[Preparation]	[Product, coats, colour]	$[amount]
[Area / surface]	[Describe included painting work]	[Preparation]	[Product, coats, colour]	$[amount]
[Area / surface]	[Describe included painting work]	[Preparation]	[Product, coats, colour]	$[amount]

Scope notes / inclusions: [Add agreed inclusions, specification references and limitations]

Colour selection / approvals: [Customer selections, approval date, colour schedule or N/A]

COMMERCIAL TERMS & PRICE

3. EXCLUSIONS

[State exclusions, including only items reviewed for this job.]

[Additional exclusion / qualification]

4. ACCESS, PROTECTION & CLEANUP

Access arrangements: [Access hours, keys, parking, site contact or other arrangements]

Protection: [Surfaces / furnishings / landscaping / other protection arrangements]

Cleanup and waste: [Cleanup, waste removal and handover arrangements]

5. TIMING & VARIATIONS

Timing assumptions: [Indicative start, duration, weather / drying / access assumptions and dependencies]

Variations: Work outside this quote requires a written agreement describing scope, price and timing before proceeding, unless otherwise agreed in a reviewed job-specific contract.

6. PRICE BREAKDOWN (AUD)

Description	Amount (AUD)
[Labour / materials / other]	$[amount]
[Other price item]	$[amount]
Subtotal	$[subtotal]
GST status: [GST inclusive / GST exclusive / GST not applicable]	GST amount: $[GST amount]
TOTAL	**$[total]**

7. PAYMENT STAGES

Stage / due trigger	Amount (AUD)	Due date / terms
[Deposit or first stage]	$[amount]	[Due date / terms]
[Progress stage]	$[amount]	[Due date / terms]
[Final stage]	$[amount]	[Due date / terms]

Payment method / account details: [Insert payment method or invoice details]

WARRANTY, TERMS & ACCEPTANCE

8. WARRANTY

Actual warranty wording: [Insert only the warranty wording approved for this job.]

Warranty duration: [Duration]

Warranty start / conditions: [Start date and applicable conditions]

9. REVIEWED JOB-SPECIFIC TERMS & ATTACHMENTS

This quote is subject to the reviewed job-specific contract terms and attachments listed below. Attach or identify the current versions before acceptance.

[Contract / terms title, version and date]

[Attachment: scope / colour schedule / site plan / other]

[Attachment: exclusions / variation process / other]

[Other reviewed job-specific term or attachment]

10. NEXT STEP

To proceed, review this quote and the listed terms and attachments, confirm any selections or changes, then sign below or accept by the agreed method.

11. ACCEPTANCE

Customer acceptance is subject to the reviewed job-specific terms and attachments listed above.

Accepted by (customer)	[Name]	**Date**	[DD/MM/YYYY]
Signature	[Signature]		
Accepted for [Business / trading name]	[Name]	**Date**	[DD/MM/YYYY]
Signature	[Signature]		

Template by Quotewright. Check applicable tax, licence, contract and consumer requirements for the job and location. This template is not legal advice.