SAMPLE DOCUMENT

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Example Electrical Ltd

Electrical installation, inspection and testing
020 7946 0142 · quotes@example-electrical.example

QUOTATION

QU-2026-0188

Dated 28 September 2026
Valid until 28 October 2026

FOR

Example Property Services Ltd
Unit 6, Example Business Park
London
FAO Alex Sample, Facilities Manager

SITE

Unit 6, Example Business Park
First and second floor offices
Occupied; works phased around trading hours

Scope of works

	DESCRIPTION	AMOUNT
1	Replace the existing 8-way consumer unit with a 12-way metal enclosure to BS 7671, type A RCBO on every final circuit. Old board removed and made safe.	685.00
2	Replace 18 no. 600 x 600 recessed modular fittings with 30W 4000K LED panels. New flex and connection at each position; existing switching retained.	1,476.00
3	Install 6 no. twin switched sockets on a new 32A ring final circuit, first floor office. Surface trunking dropped to skirting level.	540.00
4	Replace 4 no. maintained emergency bulkheads and carry out the annual three-hour duration test. Log book completed on site.	392.00
5	Electrical Installation Condition Report on completion, with a schedule of test results for every circuit.	275.00

Subtotal	3,368.00
VAT at 20%	673.60
Total including VAT	**£4,041.60**

Terms

- Prices hold for 30 days. 30% on acceptance, the balance 14 days from completion.
- All work to BS 7671:2018+A2:2022. Notifiable work certified through a competent person scheme.
- Access required 08:00 to 17:00 on weekdays. Out of hours by arrangement.
- Excludes asbestos survey or removal, and making good to decorations.

Acceptance

By signing below, Example Property Services Ltd accepts this quotation and the terms above.

Alex Sample

Signed by Alex Sample · 28 Sep 2026
Sealed by Pixasign · check at pixasign.co.uk/check

28 Sep 2026

SIGNED FOR EXAMPLE PROPERTY SERVICES LTD

DATE

Alex Sample, Facilities Manager · alex.sample@example-property.example

ABOUT THIS FILE

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