

# 2012

## Basic office move quote sample



Authorised User

[www.office-removals.co.uk](http://www.office-removals.co.uk)

5/9/2012

# Quotation

**Prepared** Company Name  
**Quote ID:** 12345/86  
**Date:** Wednesday, May 09, 2012

**Moving from:**  
Building Name  
Road  
Town  
County  
Postcode

**Moving to:**  
New address

Please find below our quotation for the relocation of goods and/or our services as requested:

<b>Removal Charges</b>	Charge
Artic Unit with trailer and Fuel	£xxx.xx
Crew Bus with Fuel	£xx.xx
17 tonne with Fuel	£xxx.xx
HGV Class 1 Driver	£xx.xx
HGV Class 2 Driver	£xxx.xx
Move Manager	£xxx.xx
Porters x 8	£x,xxx.xx
Corex x 10	£xx.xx
Bubble Bags x 500	£xxx.xx
I.T.Cages x 24	£xx.xx
Skates	
Sack Trucks	
Hardboard Protection	

**Total office move cost: £1,123.00**

**(All charges shown are exclusive of VAT and will be charged at the standard rates)**

This quotation and acceptance are subject to the terms and conditions of trading that accompany this quotation.

To make a booking, please complete and return the Acceptance of Quotation form.

If there is any further information you require, please do not hesitate to ask. We shall be pleased to help.

Yours sincerely

Account Manager

VAT Reg No: xxx xxxx xx  
Company No: xxxxxxxxx