

John Smith
7 Blah Avenue,
Blah Street,
Blah Town,
Blahcity,
W12 8RJ

Quick Fix Fitters,
19 High St.,
Ashford,
Kent,
CT16 8YY
03 April 2016

Dear John Smith

Vehicle Registration No.: BBK 7AS

Make: BMW

Model: X6

Description of Work:

- 1) Oil Check
- 2) Engine Check
- 3) Windscreen Replacement

Part Name	Code	Price	Used	Total Cost
Spoiler	DLSAS	30.2	2	60.4
Grommet	UDYUK	10.5	1	10.5
Labour		7.0	2.5000	17.5

Total	88.4
VAT	17.68
Grand Total	106.08
Total	88.4
VAT	17.68
Grand Total	106.08

Thank you for your valued custom. We look forward to receiving your payment in due course

Yours sincerely,
G. Lancaster