

## **Guided Discovery: Data Structure, Trust, and Final Output for Person 3 (Sizwe)**

Quote: The last (most recent) price at which an asset traded, which tells the customer how much a project or service is expected to cost.

A Quote includes:

- Company name, logo, contact information and date the quote was created
- Customer information (name, address, other contact details)
- Quotation number, date and other related details
- Description and prices of the products and services, possible discounts, validity period (the set time limit the quote is valid for, after which prices and terms may be changed) / expiry date
- Total cost of the work (including taxes, discounts or fees)
- Terms and conditions

What makes a Quote trustworthy:

- Detailed price breakdown (material, labour, transport, etc.) including quantities, specifications and relevant details
- Correct dates
- All details accounted for (correct names, addresses, contact information)
- Professional template, sent professionally (correct email, contact information and sent timely), organised records and follow up with the client after the quote is sent
- Accurate estimates, firm quotes (fixed prices for specific services, products or both)
- Specified payment methods, due dates and any early payment discounts or late fees
- All possible terms and conditions applicable
- Validity period

Example of Quote (<https://www.billdu.com/quote-template/contractor-quote-templates/>):

## Quote



Garden solutions, 126 Industry Road, Auckland 1061, New Zealand

### FOR

Your client  
75 Hamlin Road  
Auckland 1060  
New Zealand

Quote No.: **PON2023008**  
Issue date: **5. 10. 2023**  
Valid until: **19. 10. 2023**

Quote No.	Issue date	Valid until	Total due (NZD)
PON2023008	5. 10. 2023	19. 10. 2023	1 200,00 \$

Description	Quantity	Unit price (\$)	Amount (\$)
Lawn care and maintenance	2 hour	300,00	600,00
Planting and garden design	2 hour	150,00	300,00
Garden lightning installation	1 hour	300,00	300,00
<b>Total (NZD):</b>			<b>1 200,00 \$</b>

[info@gardensolutions.co.nz](mailto:info@gardensolutions.co.nz)

Garden solutions  
126 Industry Road  
Auckland 1061  
New Zealand

## **legal information required for a business quote**

- Registered business name, CIPC (Companies and Intellectual Property Commission) registration number, contact information, VAT number (if applicable), clear description of goods and services, pricing (including and excluding VAT)
  - The CIPC registration allows your business to operate within South Africa, awarding you legal recognition, the ability to register with SARS and can boost your business's credibility with customers, suppliers and financial institutions