

HVAC Installation Quotation

Company Details

Company Name
Address Line 1
Address Line 2
Phone: _____
Email: _____

Client Details

Client Name
Address Line 1
Address Line 2
Phone: _____
Email: _____

Quotation Information

Quotation No.: _____
Date: _____
Project Site: _____
Valid Until: _____

Scope of Work

- Description of HVAC installation services to be provided.
- Details about equipment, components, and labor.
- Any exclusions or customer responsibilities.

Equipment & Materials

Item	Description	Qty	Unit Price	Total
1	HVAC Unit	_____	_____	_____
2	Ductwork	_____	_____	_____

Labour & Services

Service	Description	Hours	Rate	Total
Installation	Full system installation	_____	_____	_____

Subtotal	_____
Tax (%)	_____
Total	_____

Terms & Conditions

- Payment terms: _____
- Warranty: _____
- Lead time: _____
- Other terms: _____

Authorized Signature

Date: _____

Client Acceptance

Date: _____