Quote and customer acceptance

DBE 02 | Version 1 | Booking or job reference _____

Issue an itemised quote and obtain acceptance before confirming a booking.

Details and record

Quote number and expiry date: _____

Customer and contact details: _____

Event date and venue: _____

Scope and exclusions: _____

Subtotal and GST treatment: _____

Total payable including applicable GST: _____

Deposit amount and due date: _____

Balance amount and due date: _____

Attached agreement and policy versions: _____

Customer name signature and date: _____

Checks and selections

☐ Availability checked ☐ Travel and delivery disclosed ☐ Terms supplied before acceptance

Description	Qty	Rate	Amount