[COMPANY NAME / LOGO]

FROM

[Company name / Name]
[Street & no.]
[Postcode Town]
[Phone] · [Email]
UID: CHE-XXX.XXX.XXX VAT

TO

[Client / Company]
[Contact person]
[Street & no.]
[Postcode Town]

QUOTE

Quote no. 2026-001
Date [DD.MM.YYYY]
Valid until [DD.MM.YYYY] (30 days from date)
Contact person [Name, phone]

Quote for [project / service]

Thank you for your enquiry. We are pleased to offer the following:

Item	Description	Qty	Unit	Unit price CHF	Total CHF
1	[Service 1, e.g. concept and consulting]	8	hrs	140.00	1'120.00
2	[Service 2, e.g. implementation as specified]	1	flat	2'500.00	2'500.00
3	[Materials / third-party services]	10	pcs	35.00	350.00
4	[ ]				
5	[ ]				

Subtotal excl. VAT	3'970.00
VAT 8.1%	321.57
Total CHF incl. VAT	**CHF 4'291.57**

Not registered for VAT? Delete the VAT line, leave the UID line empty and add: “No VAT charged: not registered for VAT (Art. 10 VAT Act).”

Terms

Payment terms [30 days net] or [50% deposit on order, 50% on acceptance]
Delivery / timing [e.g. within 4 weeks of order]
Not included [Additional work is charged by time at CHF [rate]/hr]
Validity This quote is valid until [date]. After that date, prices may be adjusted.

Note: Accepting this quote creates a binding contract for the services described at the price stated.

Kind regards

[Name, position]
[Place, date]

Quote acceptance

Quote accepted on: _____

Place: _____

Client’s signature: _____